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Town of Arlington Massachusetts



1993 Annual Report

Board of Selectmen

Kathleen Kiely Dias, Chairman
Franklin W. Hurd, Jr., Vice Chairman
Stephen J. Gilligan
Kevin F. Greeley
Charles Lyons

Town Manager

Donald R. Marquis

VISION 2020 - ARTICLES OF OUR COMMON PURPOSE

- **COMMUNITY AND CITIZEN SERVICE:** We value Arlington's geographic neighborhoods, common interest groups, and the sense of community in our Town. We value an active and compassionate citizenry delivering services in our community. We will be known for the vitality of our neighborhoods and as a community of people helping others.
- **DIVERSITY:** We value the diversity of our population. Our Town's mix of ethnic, religious and cultural backgrounds, as well as economic and personal circumstances, enriches us. We will be known for the warm welcome and respect we extend to all.
- **EDUCATION:** We value learning for all Arlington citizens. We are responsible as a community for educating our youth and providing all ages with opportunities for educational growth. We will be known for demonstrated excellence in public education and our commitment to life-long learning.
- **ENVIRONMENT:** We value the physical beauty and natural habitats of our Town--parks, ponds and wetlands, dramatic vistas and tree-lined streets--as they contribute to the well being of our community. Recognizing the fragility of our natural resources, we must ensure that Arlington's residential areas, commercial centers, and infrastructure are developed in harmony with environmental concerns. We will be known for our commitment to the preservation of Arlington's beauty, limited open space and resources, as well as our place in the regional and global community.
- **CULTURE AND RECREATION:** We value the many opportunities to meet, play and grow in Arlington while treasuring and preserving our unique historical resources. Our social, cultural, artistic, historic, athletic, recreational, and other community groups strengthen Town life. We will be known for the breadth and richness of our resources and activities available to Arlington citizens.
- **COMMUNICATION:** We value public dialogue. Communication and information-sharing build trust. Our goals are true openness and accountability. Arlington will be known as a community that thoughtfully searches beyond divisive issues for the opportunities that bind us together.
- **FISCAL RESOURCES:** We value Arlington's delivery of public services for the common good. The benefits from these services and the responsibility of taxation will be equitably distributed among us. We will be known for our sound fiscal planning and for the thoughtful, open process by which realistic choices are made in our Town.
- **GOVERNANCE:** We value our representative Town Meeting system and the community spirit it fosters. Participatory governance is both responsive and innovative. We will be known as a community where government provides effective and efficient services, insures open two-way communication, promotes the lively exchange of ideas, and encourages active citizen participation.
- **BUSINESS:** We value Arlington's diverse and accessible mix of merchants and service providers. We will be known for our vibrant, attractive commercial centers supporting the primarily residential and historic character of the Town.

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Arlington

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BOARD OF SELECTMEN

It is a pleasure to report on the activities of the Board of Selectmen for the year 1993. The Board undertook several major projects during the year and participated in many more.

Board Reorganization

On March 5, 1993 the Board of Selectmen elected Kathleen Kiely Dias as Chairman and Franklin W. Hurd, Jr. as Vice Chairman. Stephen J. Gilligan and Charles Lyons were re-elected for three year terms at the Annual Town Election.

Board of Selectmen Projects

The Board presided over several major changes during the year. These changes included acceptance of an Early Retirement Program, shifting a portion of the Massachusetts Water Resources Authority (MWRA) debt service to the tax rate, and contracted with Browning-Ferris Industries (BFI) to collect trash and implement a full curbside recycling program.

The Board decided to offer an Early Retirement Program which was allowed by state legislation passed in 1993. The Board requested the Retirement Board to prepare alternatives under the legislation for the Board to consider. After careful consideration, the Board voted to allow a maximum of fifty employees to accept the early retirement incentive by adding either three years to their age or years of service. Forty-nine employees took advantage of the program, saving the Town hundreds of thousands of dollars.

The Board of Selectmen recognized that water and sewer charges were becoming increasingly burdensome due to the escalating costs of providing water and sewer services, the cleanup of Boston Harbor, and the rehabilitation of the town infrastructure. The Board took several steps to assist the Arlington ratepayer. First, thanks to the efforts of Senator Havern, the state appropriated \$20 million toward the cleanup of Boston Harbor. Arlington's share of the state aid resulted in a reduction of \$408,000 from the sewer rate.

Second, Arlington was the only community in the state which took advantage of legislation which allowed the shifting of the debt portion of the MWRA water and sewer charges to the tax rate. The Board voted to shift approximately \$1.36 million to the taxes for Fiscal Year 1994. At the same time, the Board voted to reduce the water and sewer user fees. The sewer rate was reduced by 59% effective January 1, 1994. To continue to promote water conservation, the Board adopted a two tiered sewer rate with the second tier starting at 1,000 ccf's (hundred cubic feet). Additional changes were made to better accommodate condominium owners who were adversely affected by the tiered water rate. Those changes will go into



Board of Selectmen, left to right: Stephen J. Gilligan; Kevin F. Greeley; Kathleen Kiely Dias, Chairman; Charles Lyons; Franklin W. Hurd, Jr., Vice Chairman.

effect in July, 1994.

After several public hearings and discussions, the Board of Selectmen voted to contract out for the collection of solid waste. The contract with BFI, which is renewable for five years, includes full curbside recycling. This allowed the town to start the full curbside recycling program six months to a year ahead of schedule without an increase in the total sanitation costs.

The Board called a Special Town Meeting in November to consider two major issues. The primary reason was to appropriate the Fiscal Year 1994 education budget which had to wait for final passage of the Education Reform Act and the associated regulations. The other major issue approved at the Special Town Meeting was the final report of the School Infrastructure Study Committee and the funding of architectural services for renovations to the Ottoson Junior High School. It is anticipated that the 1994 Annual Town Meeting will decide the entire school infrastructure program.

As 1993 closes, the Board is concerned with the possible merger of Symmes Hospital and Lahey Clinic. The Board will do everything within its power to ensure that there is acute care and emergency care services provided at Symmes Hospital.

The Selectmen's office is responsible for all of the town, state and federal elections. During 1993, there was only the Annual Town Election. Results of this election can be found in the Election section of this report.

Town Projects

In 1993, the Town undertook several programs under the direction of the Board of Selectmen.

Working with the Commission on Disabilities, the Board of Selectmen approved plans to renovate the Town Hall to provide handicapped access. The plans are to install one elevator in the original Town Hall and one elevator in the Town Hall Annex. In addition, there will be a handicapped

EXECUTIVE SERVICES

bathroom installed in the annex and improved public access to the town hall offices. The renovations are scheduled to take place in the summer of 1994.

The Arlington Fair Housing Committee held the second "First Time Home Buyers Fair". The Fair provided information from lenders, attorneys, and real estate agents on purchasing a home.

The Town completed Phase I improvements to the Spy Pond Recreation area by Pond Lane and Linwood Street. The Board looks forward to future improvements in the area.

In September, the Town began the Hill's Pond Restoration Project. This project which has been in the planning and design stages for the past six years is partially funded by federal and state grants. It is expected the project will be completed during the summer of 1994.

Committee Representation

The Board members serve on numerous committees throughout the year. Among the committees which members served on were: the Arlington Assistance Committee, Arlington Committee on Disability, Vision 2020, Arlington Fair Housing Advisory Committee, Middlesex County Advisory Board, Land Bank Committee, Health Care Task Force, Personnel Incentive Task Force, Audit Advisory Board, Veterans' Hall of Honor Committee, Budget and Revenue Task Force, and the School Facility Assessment Committee. Board members also are members of the Middlesex County Selectmen's Association and the National League of Cities.

Town Day

This year Arlington Town Day was held on September 18, 1993. The Board congratulates the committee, and in particular its chairman, Susana Forster-Castillo, for another successful celebration.

Board of Selectmen's Office

The Board continued to review its office organization during 1993. Adrienne Tashian, Administrative Assistant, took advantage of the Early Retirement Program and retired after 10 years of service in the Board of Selectmen's office. The Board wishes her continued success in her retirement.

The Board looks forward to continuing its service to the community in 1994.

TOWN MANAGER

It is a privilege once again to report on the activities of all town departments for the year ending December 31, 1993. We urge the citizens of Arlington to take this opportunity to peruse this Annual Report and review in detail the functions and duties of our town government. It is the intent of this report to bring to your attention some of the most important developments of the past year. For detailed information regarding departmental activities, we refer you to the respective department reports.

There are two projects which continued to occupy a great deal of our time this year: the construction of the Robbins Library and the Minuteman Trail. The Town Meeting authorized the borrowing of up to \$6.7 million for the library project in 1987 with the proviso that we would secure a matching grant from the state. We were able to secure a state grant in the amount of \$3.3 million. Bringing this project to where it is today was the result of much work on the part of many people. We believe the citizens of Arlington will be very pleased and proud of the building addition and renovation, and it will represent a very important asset to the Town of Arlington. I am extremely pleased that we were able to move that project forward, and it should be completed by June of 1994.

The second project which occupied much of our time was the Minuteman Trail which runs from Alewife Station to Bedford, a twelve mile path along the B&M railroad right-of-way. The Town was designated the 500th Rails-to-Trails in America. The Minuteman Trail was finally completed in October. By removing those ugly, unused railroad tracks, which literally fell apart in the last twenty years, we united the Town with a beautiful trail connecting most of our major parks and playgrounds. Citizens are able to use the trail to bike or walk to the MBTA Alewife Station or simply walk, jog, or cross country ski. This trail will include benches at appropriate locations, important historical markers, flower gardens, etc. We believe this unique project will also be a tremendous asset to the Town.

A third project completed which will be a tremendous asset to the Town is the Spy Pond Park and Playground. This is not only a beautiful area for children and adults to use for passive and active recreation, but we also eliminated a parking eyesore which had existed for many years. This new park is adjacent to the Minuteman Trail and is heavily used.

Enhanced 911 has been talked about in Massachusetts for many years. Finally, on December 11, 1990, the Governor signed into law legislation to implement E-911 throughout the state. The funding for E-911 is generated by charges assessed on telephone customers using the directory assistance. Arlington has been ready for this vital service from the start. Having the caller's name and address appear on our police/fire monitor at our Community Safety Central Communication Center could save lives.



Donald R. Marquis, Town Manager

Over the last three years, I have been pressing hard to get E-911 implemented in Arlington. We have hosted two regional meetings at our Community Safety building to try to expedite the process. It has been very discouraging and frustrating. I hope that Arlington will be able to provide the catalyst to move ahead more quickly with the installation of E-911.

The Town embarked on a new effort to beautify many town areas and the Center. With federal funds and the help of many local banks, one real estate agency, the MDC, and the MWRA, we landscaped many small parks, traffic islands, and squares. We were very encouraged to see that some neighborhood groups want to get together to also beautify their neighborhoods. We intend to expand our beautification efforts in 1994. With the completion of the main library, we plan some beautification between the Library and the Town Hall.

Arlington's Vision 2020 is making great progress. With the help of many citizens, we have stated broad goals for Arlington--reflecting where we are today and where we wish to be in the years ahead. They represent the Town's aspirations, our vision, and ambitious targets for the Town's future. For over three years, the Steering Committee, consisting of elected and appointed officials, and more recently the Standing Committees, consisting of many citizens, have created a vision of the future--a clear and compelling guide as we enter the 21st century. This vision is recorded in nine articles as what we see as our common

EXECUTIVE SERVICES

purpose. This year we made our recommendations to the Town Meeting and incorporated our long-range plan into our Bylaws to ensure that this process would be continued in the years ahead. Now we must turn our vision to reality. This unique process won first prize in Massachusetts for citizen involvement and participation.

The Town submitted an application and received a state grant in the amount of \$50,000 dollars to work with the towns of Andover and Danvers to establish a Total Quality Management (TQM) process in the three towns. Several private companies have agreed to help Arlington and the other two communities to establish this process. The work started in early 1993. TQM is a long-range process which takes several years to implement, but we all feel that the results could be very beneficial to the Town. We also feel that since President Clinton and Governor Weld subscribe to TQM, the Town of Arlington will have a good opportunity to receive more federal and state grants to keep this process going in the years ahead. The ultimate goal is to improve the delivery service to the citizens and taxpayers in the three communities.

Arlington, along with twenty-two other municipalities, has been part of the North East Solid Waste Communities (NESWC) since 1985. The reason for joining NESWC was to have a place to dispose of our refuse that made sense economically as well as environmentally. We were told by the state in the early 1980's that it would begin to close all sanitary landfills, including the one in which the town was dumping. We were also told at that time that because this plant would be selling energy to electric companies, our tipping fees most likely would not go beyond twenty dollars per ton. In 1993, our disposal costs were eighty-five dollars per ton. The one bright area regarding NESWC in the past year was our ability to refinance \$195 million and, because the rates were much lower, we were able to save approximately \$30 million.

It is clear that NESWC needs to prepare a plan of action regarding MRI, the company operating the plant. We also need to increase revenues from energy sales to New England Power and to demand that the state close unapproved landfills so we can begin to get more refuse to fill our plant. Finally, because of recycling and the downturn in the economy, much less refuse is being generated for our plant. The contract prepared by the state in 1985, has a put or pay and penalty provision; we are now forced to pay for refuse that we are not taking to the plant because of recycling and a slow economy. Overall, we need to take a close look at our existing contract with the view of changing the terms and ultimately reducing our tipping fees. I expect to be spending a lot of my time attempting to achieve all of the above. Last spring, I was elected Chairman of the newly created Board of Directors representing the twenty-three communities.

As you know, the state passed the so-called Education Reform Act. I have great reservations about this law. It

appears that more money will be spent with little or no reform in return. In addition, I am very concerned about the mandates which will require the Town to automatically increase the school budget. This will mean that other town departments and services will suffer. Obviously, if we are forced to spend additional money for schools, it will leave that much less for police, fire, and public works. We will be introducing legislation to change the new Education Reform law to bring proper balance between school and town spending.

The Town reached collective bargaining agreements with all unions except for the Firefighters and the Police Ranking Officers. We hope that all employees will recognize the fiscal position in which the town finds itself. We want to be fair with all employees, but our fiscal resources are extremely limited.

It has been thirteen years since Proposition 2½ was passed. Over those thirteen years there have been cuts and considerable changes in the delivery of services. In Fiscal Year 1981, we raised \$31.6 million in property taxes. In Fiscal Year 1994, our tax levy was \$43,098,728 million including the \$1.7 million that we shifted from the water and sewer rates to the tax levy. This is a 36% increase in thirteen years or an average of 2.8% increase per year. Compare this with the cost of living increase for this period of time of 80% or an average of 6% increase per year. During that time, we have suffered considerable reductions in federal and state assistance with the most significant cuts at the state level. Incredibly, the Governor and the Legislature continue to ignore Question 5 which was passed over three years ago by the voters by a margin of 57% to 43%. This mandate by 1.2 million voters on the statewide ballot should have provided Arlington and other cities and towns with substantially more local aid. Instead, the Town was cut approximately \$6 million in three years. To offset many of these losses, we have cut services to the bare minimum, increased local receipts, and established enterprise funds to shift the financial burden to the service utilizer. Clearly, the state is not meeting its responsibility in financially assisting towns like Arlington. I am going to continue to press hard for our rightful share of local aid.

More departments and positions have been reorganized and consolidated during the past year. The Departments of Public Works, Properties and Natural Resources, and Engineering have been consolidated into one department. Many positions in the former departments have been combined and several have been eliminated. Other consolidations took place in the Departments of Community Safety, Human Resources and Legal.

The town offered early retirement to fifty of its employees in 1993. We have replaced only four under my jurisdiction. Although it gave us the opportunity to further reorganize and consolidate in one year, we could have accomplished the same thing in a two year period at much less cost to the pension system. On the other side of the coin, I feel we

should encourage employees who are close to retirement and who would be replaced when they do, to stay longer with some incentives. This could reduce our retirement costs, and as a result, alleviate our operating budget problems.

Joseph Loyacano, our new Public Works Director, was appointed in October. He replaced Richard Bowler and Charles Rinciari, our retired Public Works Director and Town Engineer, respectively. He is also responsible for the Department of Properties and Natural Resources. Through this consolidation and reorganization, the town was able to save approximately \$130,000 annually. We welcome Mr. Loyacano to our management team, and he comes to us very well qualified and with much experience.

Deputy Chief, Perry Cayton, was appointed Fire Chief, replacing Robert Casey who retired. The appointment process for Fire Chief took four months during which time all deputies discussed their views and philosophies. I believe that Perry Cayton was the best qualified deputy and that he will make an excellent chief for the Town. I also want the citizens to know that the other four deputy chiefs are very well qualified for the positions they hold, and it is gratifying to me to know that they are real professionals.

Arthur Johnson, Director of Human Resources, also retired in July. To date we have not filled that position. The Town lost the four department heads mentioned as well as Jack Bowler, our Purchasing Agent, through early retirement.

The biggest loss to me as Town Manager was the retirement of Claire Scully, my secretary for over fourteen years. Claire was indeed a very unusual person and an exceptional secretary. She was competent, efficient, and a very nice lady. She truly made my day a lot easier. I said she was my secretary, but she was more than that--she was my overall assistant. You could give her any job, and you knew that it would get done and done well, no matter how long it took. Employees, and others, said she had to be a saint to work for me--she was indeed. She is sorely missed by all. Marjorie Cabral, former secretary in the Department of Planning and Community Development, was selected to replace Claire. She is off to a good start. By the way, she is also considered a saint by many.

The town finished its School Building Master Plan this year. It represents a \$30 million six-year building program. We have met with the appropriate state officials and feel that the building schedule will take longer than six years. We believe the school renovation is essential to meet next century's educational needs.

The funding plan will be critical to this building program. It is essential that we receive at least 63% from the state for both principal and interest, and at least \$4 million in private funds to help defray the debt service for the building program. Our Capital Budget will also be increased to help defray that cost. Since the Town has privatized the collection of its rubbish and recyclables, we were able to eliminate the purchase of approximately \$400,000 worth of

equipment annually. By reducing our Capital Budget, we have made room for a possible school renovation program. Our hope is that school and town officials can work together in 1994 in implementing our school building program. We are again proud to announce that the 1992 Annual Report, published in 1993, won second place in the Massachusetts Municipal Association Annual Report Contest. Arlington has won first place in that state contest for ten out of the last seventeen years and second place for the remaining seven. We congratulate all participants in the compilation of this document, particularly Nancy Galkowski and Teresa DeBenedictis from my office.

The town was saddened by the death of Robert F. O'Neill, the town's Finance Committee Chairman for the past seventeen years. Bob was one of those very unusual citizens who devoted a lot of time to his community and church. As Town Manager, I could literally call Bob any time of day or evening, and he was always willing and ready to drop whatever he was doing to talk to me about town financial matters. I cannot begin to tell you how helpful he was to me and how much he gave to his town. I miss the opportunity to talk to him about town business. Bob was tough, but always fair.



This year marked the third complete year of Vision 2020, an effort providing individuals who live and work in the Town an opportunity to participate in a long-range planning process for Arlington. Created by a group of elected and appointed Town officials in 1990, Vision 2020 has grown to include several thousand people concerned and willing to contribute in some way to the future of the Town.

Vision 2020 is guided by the Standing Committee, which includes Town officials and volunteers, with support from a federal grant and a number of town employees. In addition to reporting to the 1993 Annual Town Meeting, the Vision 2020 Standing Committee asked for its consideration of four warrant articles: endorsing Vision 2020's goals, consideration of these goals as bylaws for the Town as it makes its decisions, and creating both a Human Rights Commission and a Cultural Commission. All four articles were enacted by Town Meeting. The Goal Statements are as follows:

Community and Citizen Service: We value Arlington's geographic neighborhoods, common interest groups, and the sense of community in our Town. We value an active and compassionate citizenry delivering services in our community. We will be known for the vitality of our neighborhoods and as a community of people helping others.

Diversity: We value the diversity of our population. Our Town's mix of ethnic, religious and cultural backgrounds, as well as economic and personal circumstances, enriches us. We will be known for the warm welcome and respect we extend to all.

Education: We value learning for all Arlington citizens. We are responsible as a community for educating our youth and providing all ages with opportunities for educational growth. We will be

known for demonstrated excellence in public education and our commitment to life-long learning.

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Communication: We value public dialogue. Communication and information-sharing build trust. Our goals are true openness and accountability. Arlington will be known as a community that thoughtfully searches beyond divisive issues for the opportunities that bind us together.

Fiscal Resources: We value Arlington's delivery of public services for the common good. The benefits from these services and the responsibility of taxation will be equitably distributed among us. We will be known for our sound fiscal planning and for the thoughtful, open process by which realistic choices are made in our Town.

Governance: We value our representative Town Meeting system and the community spirit it fosters. Participatory governance is both responsive and innovative. We will be known as a community where government provides effective and efficient services, insures open two-way communication, promotes the lively exchange of ideas, and encourages active citizen participation.

Business: We value Arlington's diverse and accessible mix of merchants and service providers. We will be known for our vibrant, attractive commercial centers supporting the primarily residential and historic character of the Town.



Vision 2020 Standing Committee. Bottom row (left to right): Katie Freeze, Jane Howard, Glenn Litton, Miriam Stein. Standing: Bill Berkowitz, Martin Thrope, Allen Reedy, Bill Shea, Glenn Koenig, Karsten Hartel, John FitzMaurice, Sheri Baron, Ed Starr, John L. Worden III, and Alan McClenen, Jr.

Each year Vision 2020 solicits town-wide participation through the annual census mailing, a Town Day booth, forums and individual task group events, and projects. Much of the work of Vision 2020--community outreach, research, cooperation and collaboration with other town and state entities--is done within the task groups and then referred to Standing Committee for further action.

Nine Task Groups and a Student Advisory Group at Arlington High School meet regularly to ensure Vision 2020 coordination and communication.

Both the Standing Committee and the Task Groups strive to operate with four guidelines in mind: that their deliberations are cooperative, collaborative, strategic, and fact-based.

Among Vision 2020 accomplishments in 1993 are the following: established a town policy to bid work to Arlington vendors whenever possible; created a business directory in collaboration with the Chamber of Commerce; promoted public awareness and understanding of the Town's and Schools' Infrastructure Studies with two public forums and a newsletter entitled, "Decision '93: Upgrading Our School Facilities" hand-delivered to each home; developed a Student Advisory Group at Arlington High School; completed the Governance Task Group's Goal Statement, strategies and actions to achieve that goal; explored ways to develop community awareness in our neighborhoods, respect for the environment, and better communication in all aspects of Town life; and published two fiscal facts newsletters: "Town Spending and Inflation," and "Arlington Libraries" as well as a "Financial Term Glossary".

As 1993 closed, Vision 2020 again prepared to greet Arlington with its "1994 Report to the Community" and an additional "Survey on Town Services" compiled by the Governance Task Group. The survey seeks opinions, comments, and suggestions on town services and the report features news from the task groups, goal statements, and plans for the future. Both were mailed along with census forms to each household. For the first time, all Arlington businesses will receive both the report and survey as well. Each recipient is asked to comment and participate in some way or join in the Vision 2020 effort.

Vision 2020 is grateful to all who have participated in and continue to contribute to this broad effort to bring all aspects of town life together to identify, clarify, and plan around those areas which declare Arlington's value and identity.

In 1993, the Vision 2020 Standing Committee and task group co-chairs included: Janice Bakey, Sheri Baron, Eugene Benson, William Berkowitz, Forrest Buzan, John Cole, Gerard Cronin, Christine Deshler, Walter Devine, John Deyst, Jr., John FitzMaurice, Katherine Freeze, Stephen Gilligan, Karsten Hartel, Jane Howard, Glenn Koenig, Patricia Lieberson, Glenn Litton, Donald Marquis, Alan McClenen, Jr., Susan Papanek McHugh, Patricia O'Donoghue, Carol Phillips, Robert Preer, Allen Reedy, William Shea, Anne Slepian, William Sovie, Edward Starr, Miriam Stein, Martin Thrope, Mary Johnston Turner, Margo Woods, John L. Worden III, and Jeff Zimmer.

CENTRAL MANAGEMENT SERVICES

PURCHASING

The Town's purchasing and procurement practices for contracting were substantially modified in 1990 with the passage of Chapter 30B of the Massachusetts General Laws, the Uniform Procurement Act.

The purposes of the Act are as follows:

- To simplify, clarify, and modernize the laws governing procurement by municipalities, districts, counties, and local authorities;
- To make as consistent as possible the procurement laws regulating jurisdictions covered by Chapter 30B;
- To increase public confidence in procedures followed in public procurement;
- To ensure the fair and equitable treatment of all persons who offer to provide supplies and services to jurisdictions covered by Chapter 30B;
- To provide increased economy in procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds;
- To foster effective broad-based competition within the free enterprise system; and
- To provide safeguards for the maintenance of a procurement system of quality and integrity.

The following are the Town of Arlington's purchasing guidelines: All Invitations for Bid and Requests for Proposal are advertised in The Arlington Advocate when the amount of the contract is estimated to be \$10,000 or more. Also, all Invitations for Bid and Requests for Proposal are posted on the bulletin board of the Purchasing Department located in the Town Hall Annex.

All Invitations for Bid and Requests for Proposal are advertised in the Central Register when the amount of the contract is estimated to be \$25,000 or more. This is a weekly publication published by the Office of the Secretary of State and is available by paid subscription. A copy is also available in the Robbins Library.

On all purchases from \$1,000 to \$9,999 for services and supplies, at least three quotations are required. On all purchases up to \$999, best business judgement is used.

The Town encourages local businesses who may want the opportunity to offer supplies and services to the Town to contact the Purchasing Department and request that their company be contacted for quotations.

The Town is obligated by law to purchase from the lowest responsible and responsive bidder.

In closing, 1993 was a year of great change for the purchasing function. With the retirement of Jack Bowler, Assistant Purchasing Agent, the division was reorganized and became a part of the Town Manager's Office. At the same time Ruth King, Principal Clerk/Typist, also retired. The guidance and expertise of Mr. Bowler and the skills and patience of Mrs. King will be sorely missed. The department is now staffed by Sylvia Brewster, who has worked in the department for a number of years, and Teresa DeBenedictis,

as Assistant Purchasing Agent. The newly reorganized department continues to strive for strict adherence to all applicable laws and prudent procurement procedures, with an aim to assist all town departments in spending tax dollars as responsibly and efficiently as possible.

PERSONNEL

This has been an active year for the Personnel Department. In June, the Town contracted out its solid waste and recycling operations to a private company, Browning-Ferris Industries (BFI), resulting in the loss of thirty jobs from the Public Works and Properties and Natural Resources departments. Several effected employees had the option of bumping into lower titles, depending on seniority, and all had the opportunity to explore employment with BFI. Administering the reduction in force plan was a major responsibility for the Personnel Department and required close coordination with the Legal Department, Local #680 union officials, and the Civil Service Commission. By the end of June, three employees took work in lower titles, two signed on with BFI and twenty-eight were laid off.

The immediate impact of the reduction in force was a reorganization of the Public Works Department (DPW). In October, the Town Manager appointed Joseph Loyacano as the Director of Public Works. At the same time, the Engineering and Properties and Natural Resources Departments were combined with Public Works. The reorganization in turn required the Personnel Department to review, and where necessary, reclassify positions that were impacted by the new DPW structure. To date, an Accounts/Operations Assistant position has been created to handle internal DPW functions and several clerical positions are being reviewed for possible upgrading and reassignment.

Subsequent to the June layoffs, the Town implemented an Early Retirement Incentive plan that was passed by Town Meeting last spring. A total of forty-nine eligible town employees chose this option adding further to the need to reorganize. Other departments whose employees took early retirement include: Public Works, Engineering, Properties and Natural Resources, Police and Fire Services, Human Resources, Selectmen's Office, Town Clerk's Office, and Comptroller's Office.

The Town will continue to assess the best ways to reorganize its departments and deploy staff, particularly where many positions will have to remain vacant in order to cover the exit costs of those who left because of layoffs and early retirements. The changes will require a close look at position classification issues as departments redefine their structure and continue to deliver quality services to the citizens.

Over the past year and under the leadership of the Town Manager, employees have been introduced to Total Quality

CENTRAL MANAGEMENT SERVICES

Management (TQM). TQM is a continuous process of reviewing and improving how the Town operates and delivers services to both its citizens and employees. The Personnel Director has been working with both the regional and local steering committees to help introduce and implement TQM practices in Arlington. On the regional level, Arlington is working with the towns of Danvers and Andover to implement TQM in each of the three communities. On the local level, several steering committees in each community are working to identify areas that need improvement, and recommend changes for same. An Arlington demonstration team looked at ways for town departments and divisions to improve cash management practices. The team is now able to assist many other town offices in improving their cash management systems. Total Quality Management is a long-term investment that will continue over the months to come and will include training for all departments.

In September, the Personnel Department received fourteen requests from individual employees to have their positions reviewed for reclassification purposes as provided by the Town's Personnel By-Law. The requests included eleven different classifications. Based on the individual position reviews, the Personnel Director will recommend three upgrades to the Annual Town Meeting in the spring of 1994.

This year, four of the Town's six unions signed new contracts. The unions who reached agreement were Local #680, Library Professionals, NAGE, and the Arlington Patrolmen's Betterment Association. The increases were retroactive to July of 1992 and the percentages and time frames were: 3 percent for July 1992 through March 1993; 2 percent for April 1993 through June 1993; 2 percent for July 1993 through December 1993; and 1 percent on January 1994. Therefore, the Personnel Department in coordination with the Comptrollers Office and Payroll Department, processed salary increases for a total of 307 employees including non-union and management.

Other important areas of work during 1993 included the administration of health and life insurance for town employees and retirees, processing over 100 labor service applications, and administering twenty civil service certifications to fill vacancies for official and public safety titles.

AFFIRMATIVE ACTION

Throughout 1993, the Affirmative Action Advisory Committee (AAAC) continued to meet on a monthly basis. The primary focus has been the continued monitoring of minority and female workforce participation on the Robbins Library construction and renovation project. Besides weekly visits to the construction site by the Affirmative Action Officer (AAO), the AAAC has worked with the primary contractor to get more female participation on the project.

The AAAC has requested that additional advertising be done by sub-contractors and outreach to various union halls to hire qualified females in the skilled trades. The AAAC also introduced the agency, Women In the Building Trades, which is a non-profit organization designed to educate women about opportunities in the building trades. To date, the AAAC's position is that good faith efforts exist for both minority and female workforce participation, and the Committee will continue to monitor the project as it enters and completes the renovation phase.

In the months to come, the AAAC will also be involved in monitoring workforce participation for both the Town Hall and Ottoson Junior High School renovation projects. The AAO will participate in both the pre-bid and pre-construction hearing processes for these projects in order to set goals for minority and female participation.

This year, the AAAC has been one of several citizen groups advocating for the formation of a Human Rights Commission. Town Meeting approved the establishment of an Human Rights Commission which will be comprised of thirteen members, including AAAC Chairman, James Webster. The Commission faces many challenges and will begin meeting early in 1994 to define their specific goals.

Last February, the AAAC worked with the Personnel Department to design and present a training session for town managers and supervisors on the Americans With Disabilities Act (ADA). Lee Pearson from the Massachusetts Rehabilitation Commission presented the half-day session to thirty-five participants. The session covered a sensitivity exercise, new employment requirements under Title I, and introduced an ADA manual for managers and supervisors prepared by the AAAC.

Individuals interested in joining the Affirmative Action Advisory Committee or attending any of the open meetings should contact the Affirmative Action Office at the Town Hall. The AAAC also has a brochure available through the Affirmative Action Office outlining its role and recent accomplishments.

FAIR HOUSING

Since 1980 The Arlington Fair Housing Advisory Committee (AFHAC) and the Fair Housing Director have actively promoted and implemented activities and programs to ensure fair housing opportunities in Arlington. During 1993, the Committee and the Director continued to meet on a monthly basis between September and June to discuss, plan, and create solutions to issues related to equal access to housing for minorities, persons with disabilities, families with children, and other protected classes under the state and federal laws. The AFHAC focused on several key activities to address the needs of present, future, and prospective residents.

The Fair Housing Office is staffed on a part-time basis by the Fair Housing Director and a senior aid from the

CENTRAL MANAGEMENT SERVICES



Participants and winners of the 1993 Fair Housing Art and Essay Contest. Pictured left to right, standing: Deborah Chang, Fair Housing Director; Nick Minton, Chairperson, Fair Housing Commission; Jeanette Eskadil, Art Teacher; Tom Trevisani, Chairperson, English Department; Jane Howard, Outstanding Citizen; Mary Card, Manager, BayBank; Herbert Yood, English Teacher. Seated (student winners): Abbey Scott, Ryan O'Connor, Wendy Carter, Michael Bowman, Katelyn Caffelle, and Ellen McSweeney. Photo courtesy of Joey Libby.

Minuteman Home Care Corporation's Older Worker Program. Tenants, landlords, local realtors, and home buyers contact the office with a variety of housing concerns. The Director assists those who experience housing discrimination in filing complaints with the Massachusetts Commission Against Discrimination and the Department of Housing and Urban Development. All other complaints were either mediated or referred to other agencies and authorities as needed. Educational materials and outreach efforts to the general public are designed and implemented through this office in conjunction with the Committee's objectives and goals. The AFHAC plans to continue its educational and outreach efforts in 1994.

In addition to providing information and servicing current and perspective residents, realtors, and landlords, the AFHAC also aims its educational efforts toward the wider community. Over the past three years, the Director and the Committee have developed an educational outreach program and sponsor an art and essay contest involving the students of Arlington High School. Local banks contribute generously to provide scholarships to the winners of the contests. Each year, the student participation increases and this past year approximately 400 entries were reviewed by a panel of judges. The project gave the student body the opportunity to learn about the state and federal Fair Housing Laws and the ongoing commitment to fair housing in Arlington. Although most activities and events are targeted toward people in the current housing market, the AFHAC considers this activity an investment in the future, by informing and educating the next generation of renters, homeowners, landlords, and possibly some housing professionals.

Both contests involved a number of residents who volunteered their time, professional talents, and skills as judges of the students' work. The judges for the Art Contest were: Nick Minton, chairperson of the AFHAC; Nancy Crasco, artist and teacher; Eva Cook, Executive Director of the Arlington Center for the Arts; Mary Lea Oates, Vice President of Boston Federal Savings Bank; and Deborah Chang, Fair Housing Director. Likewise, the judges for the Essay Contest were: Pearl Morrison, AFHAC member; Carole Falcone, AFHAC member; Muriel Ladenberg, AFHAC member; Dave Denison, editor of The Arlington Advocate; and Deborah Chang, Fair Housing Director.

The contests culminated in an Awards Ceremony celebration held in April, National Fair Housing Month. In addition to the presentation of awards, Nadine Cohen, counsel for the Lawyers' Committee For Civil Rights Under Law, spoke inspiring and eloquently about the status of fair housing today. Ms. Cohen also gave the Town of Arlington accolades for its proactive and remedial approach to solving problems of housing discrimination.

Each student winner received a plaque from the Arlington Fair Housing Advisory Committee presented by Nick Minton, Kathleen Dias, Chairman of the Board of Selectmen, and Deborah Chang. A representative of each contributing bank awarded financial scholarships to the appropriate students. The following student winners of the Art Contest were awarded scholarships: Katelyn Caffelle, Ryan O'Connor, Sara Allen, and Michelle Bruzot. The following winners of the Essay Contest also received scholarships from participating banks: Abbey Scott, Michael Bowman, Ellen McSweeney, and Wendy Carter.

In addition, two other residents were honored for their leadership and volunteer work in Arlington. Jane Howard, a longtime volunteer, Town Meeting member, and organizer of Vision 2020 was recognized for her contributions in promoting diversity in Arlington through Vision 2020, especially through the Diversity Task Group. Likewise, Wilson Henderson, chairperson of the Fair Housing Advisory Committee for seven years and past president of the Housing Corporation of Arlington for five years, was recognized for his leadership and energy in creating equal access to housing in Arlington.

The town-wide beautification project continued again this year with the help and coordination of the Fair Housing Director. Local banks and businesses adopted several town-owned parks and street islands and adorned and maintained the areas with seasonal plantings.

The AFHAC was saddened by the death of Carlos Dominguez, a valued member of the Arlington Fair Housing Advisory Committee since its inception. Carlos' life-long commitment to social justice and belief in equal rights served the Town well. His enthusiasm, insight, and contributions will be long remembered by those who worked with him.

CENTRAL MANAGEMENT SERVICES

LEGAL

After months of careful planning, the reorganization of the Legal and Workers' Compensation Departments has been accomplished under the direction of the Town Manager. The consolidation of these two departments will allow for the improved management of both departments' responsibilities and objectives in a more efficient and cost effective manner.

The primary objective of this department will continue to be to advise all Town boards and officials about their legal responsibilities and prerogatives. In addition, the Town Counsel represents the Town and its agencies and officers both in courts of various jurisdiction as well as with state administrative agencies such as the Civil Service Commission, the Labor Relations Commission, and the Massachusetts Commission Against Discrimination. Additional duties include the drafting of warrant articles and votes at Town Meeting time for both town officials and citizens.

As a corporation, the Town is constantly involved in contractual and other legal arrangements with public and private agencies in the purchase of properties and materials, the rendering of services, and awarding of grants. The Town Counsel prepares applications, contracts, leases, deeds, and other legal instruments concerning these matters.

The Town Counsel, as Director of Labor Relations, represents the Town Manager as the Town's agent in collective bargaining with six employee unions. These duties include supervision of negotiations, contract administration, and grievance arbitrations proceedings.

Another major objective of the Legal Department is to manage and direct the Town's Workers' Compensation Self-Insurance program. Through the timely processing of claims and the attentive investigation of accidents, this department aims to protect workers from the economic consequences of injury, promotes safe work environments, encourages appropriate return to work dates after injury, and seeks overall to limit the Town's liability consistent with fair treatment of injured workers.

Effective October 1, 1993, the department began its implementation of the final element of the Workers' Compensation Reform Act of 1991. Utilization review entails the evaluation of medical treatments conducted by health care providers to determine if same are appropriate. Under the program, the Town will compare treatments to the approved medical treatment guidelines promulgated by the Department of Industrial Accidents. This program's goal is the control of escalating medical costs. Its impact will be closely monitored to evaluate its effectiveness.

The Department also prepares and litigates all Workers' Compensation cases before the Industrial Accident Board as well as reviewing and responding to any pending legislation affecting the Town's Workers' Compensation program.

The consolidation of departments will effect some

efficiencies which will enable existing staff to undertake added responsibilities. Additional duties related to administering line of duty procedures for police and fire personnel will be assumed by the Department effective January 1, 1994. The goal related to this new responsibility will be to provide administration of the injured on duty status of uniformed employees of police and fire divisions consistent with the appropriate provisions of law, fairness to affected employees, and prudent financial practices.

TELECOMMUNICATIONS

The retirement of Joan L. Banks has brought about many changes in the Telecommunications Department.

Work continues with the Robbins Library Building Project. The telephone operators continue to assist the public with requests for information and to channel calls to the correct office.

Changes are already being made in preparation for the renovations at the Town Hall.

DATA PROCESSING

In 1993, the Data Processing Department purchased a new computer and installed a fiber-optic networking system which has greatly increased the speed and efficiency of the tax, water, and billing systems. Using the new computer, the Department reprogrammed the water/sewer system, so that it now bills at rates that vary according to consumption level, thus reducing water charges for low-volume users. The Department also installed a name-search system for the Town Clerk to speed up the process of verifying registered voters on election day.

In an effort to keep the computer systems operating at all times, copies of key databases have been installed on two separate computers. If one computer should malfunction, the Town can continue operating on the second computer.

The Department also added tax title and automatic payment features to the integrated collection system to increase the efficiency of real estate tax collections. A tax lien certificate system was installed for the Town Treasurer, which creates a significant source of revenue for the Town.

Currently, Data Processing is upgrading the School Department's attendance, grading, and scheduling system to make them more responsive to the needs of the School Department.

FINANCIAL MANAGEMENT SERVICES

TOWN COMPTROLLER

The Comptrollers Office completed its tenth year of using the Uniform Municipal Accounting System (UMAS). UMAS was established by the Department of Revenue to bring Massachusetts accounting practices into agreement with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.

Currently, the Comptrollers Office is in the process of reorganizing and consolidating its departments. The Accounting, Data Processing, and the Telephone Departments are to be merged into one highly-efficient department at a significant cost savings to the Town.

FINANCE COMMITTEE

The Finance Committee and the Town suffered a great loss at the beginning of 1993 with the death of Robert F. O'Neill. Bob had served on the Finance Committee for twenty-five years and as chairman for seventeen years. He was a leader of the Town during its struggles with reevaluation, four percent tax caps, and Proposition 2½. His financial formulas still guide the town officers in their deliberations. The Committee and the Town will miss Mr. O'Neill's leadership, sense of humor, and wise council.

During 1993, the Finance Committee was chaired by Allan Tosti assisted by vice chairmen Richard C. Fanning and Jerome P. Hallee. Peter B. Howard served as secretary. Robert F. O'Neill served as vice chairman until his death in February. In September, Deborah B. Ferraro was elected the third vice chairman.

The Committee began its annual work by reviewing the budget of each department with the department head. Hearings were held on all Warrant Articles which required an appropriation. Considerable time was also spent on a review of the Vision 2020 proposals. Again the Town was forced to level fund most budgets to accommodate increases in health insurance and solid waste disposal fees. The report to the Town Meeting which resulted from this effort assumed no increase in Local Aid. Working together with the departments, a \$900,000 deficit was eliminated. The Town Manager made a key contribution to this budget balancing effort by negotiating a favorable commercial trash pickup contract. Also important was a reduction in the capital budget due to retirement of some long-term debt.

Finance Committee members continued to use an approach to budgeting that they had been using for the past few years. Committee members calculated all the revenue available to the Town, then reduced the total amount by the "fixed costs". The fixed costs are part of both the school and town budgets and include state charges, elections, tipping fees, special education out-of-district costs, pensions, insurance, and capital improvements. The remaining dollars were then apportioned to the school and town departments at a percentage equal to each



Finance Committee, left to right: Richard Smith, Executive Secretary; Mary Ronan; Peter Howard; Allan Tosti, Chairman; Paul Olsen; John Deyst; Gail DuBois; Jerome Hallee; Daniel Grabauskas; Kenneth Simmons; Robert Scoppettuolo; Deborah Ferraro; Zavan Mazmanian; Richard Fanning; Robert Tosi, Jr.; Harry McCabe. Absent: MacKay Fraser, Charles Foskett, and Daniel O'Neill.

department's proportion of the budget in the previous year. The resulting budget, after several iterations driven by varying predictions of the state's local aid, was provided in the Committee's report to the Town Meeting. The Committee's report contained recommended action on all articles requiring an appropriation, including the budget. The report also contained a summary spreadsheet of all expected revenues and expenditures.

An abbreviated version of this process was followed in the fall to prepare for the Special Town Meeting. In its report, the Committee supported the school infrastructure upgrade plan and recommended funding the preparation of the first set of detailed plans. The financing of this project, the largest in Arlington's history, will be the major challenge to be faced in the coming year.

The budget approach for the 1994 Town Meeting may be somewhat different because of the impact of the Education Reform Act. Funds will again be tight. The Committee is particularly concerned that a school budget overrun not happen again and that the cost savings promised by the town-wide early retirement plan be realized.

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee was established by the 1986 Arlington Town Meeting to assist the Town Manager in preparing a long-range capital improvement plan. In 1993 membership on the committee was expanded. Members of the committee are: the Town Manager, Superintendent of Schools, Treasurer, Comptroller (or their designees); a representative of the Finance Committee, and now four registered voters (instead of the previous two) of the town appointed by the Moderator.

FINANCIAL MANAGEMENT SERVICES

A capital improvement program is a blueprint for planning a community's capital expenditures. Capital expenditures provide the physical infrastructure upon which the town bases its delivery of services. This infrastructure includes roads and sidewalks, schools and town buildings, recreational facilities, heavy machinery and office, data processing and telecommunication equipment. It includes the facilities, the pathways and the machinery for government services.

The committee began work in August on the five year plan, FY 1995-1999. Request forms were reviewed and department heads met with the committee through the month of November. The committee discussed each department's requests and general department needs at these meetings. In December the committee presented its recommendations to the Town Manager.

The committee used six criteria for recommendations:

- Imminent threat to health and safety of citizens/property
 - Maintenance and improvement of capital assets
 - Requirement of state or federal law
 - Improvement of the infrastructure
 - Improvement of productivity, and
 - Improvement of an overburdened situation

As a result of the efforts of the Capital Planning Committee and its close cooperation with the Town Manager, the Finance Committee, and the Treasurer, in recent years Town Meeting has approved continued improvements in the infrastructure of the town.

BOARD OF ASSESSORS

At the annual election held in March of 1993, Maurice H. O'Connell was re-elected for a three-year term and James F. Doherty was elected for two years to fill the remainder of Phillip J. Waterman's term. Mr. Waterman resigned in January, and therefore, the remaining two years of his term were placed on the ballot in the March election. At the organizational meeting of the Board of Assessors, James F. Doherty was elected chairman.

In 1993, the Board of Assessors continued their ongoing property reinspection program. The Assessors Office staff inspected over 5,000 properties during the summer of 1993. By inspecting 2,500 properties annually, the Assessors will maintain a continuous reinspection cycle allowing for all properties to be reinspected over a five year period. This reinspection program will allow the Assessors to maintain an accurate database, keep abreast of the changing real estate market, and to ensure fairness, equity, and consistency in assessed values for all property owners.

There was a continued downturn in new growth in 1993. New growth which had averaged \$100,000 of tax dollars over the last five years accounted for only \$32,663 in Fiscal Year 1993. Due to economic conditions and the current real estate market it appears that this trend will continue.

The Board of Assessors committed 14,589 real estate and personal property tax bills to the Tax Collector for collection for Fiscal Year 1994. These bills raised a total of \$43,092,859 in property taxes. The total assessed value of all taxable real estate and personal property for Fiscal Year 1994 was \$2,770,452,701 which resulted in a tax rate of \$14.52 per thousand dollars of assessed value. The Board also committed over 40,000 automobile excise tax bills for collection of an estimated income to the Town of \$2,000,000.

The Board would like to thank Mr. Waterman for his many years of service both as an assistant assessor and as an elected Board member and wishes him well in his retirement. The Board also thanks the Assessing Office staff for their continued support and for a job well done in 1993.

**Recapitulation of the Fiscal Year 1994 Tax Rate
\$15.55/\$1,000 of Assessed Value**

DEBITS

Appropriations	\$66,794,525
Court Judgements	56,750
Cherry Sheet Offset	250,170
State and County Charges	2,588,457
Allowance for Abatements and Exemptions	<u>1,105,811</u>
Total Debits	\$70,795,713

CREDITS

State Receipts	\$11,774,209
Local Receipts	14,530,769
Free Cash	947,065
Other Available Funds	<u>463,131</u>
Total Credits	\$27,715,174

Amount To Be Raised By Taxation \$43,080,539

Total Property Valuation \$2,770,452,701

SETTING THE TAX RATE: Divide the Amount to be Raised by Town Property Valuation, multiply by \$1,000.
 $(\$43,080,539 \div \$2,770,452,701) \times (\$1,000) = \$15.55.$

FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

ASSESSMENT DATA

Fiscal Year	Valuation and Tax Levy			Class	Property Type	Percent of Tax Levy By Property Classification		
	Total Assessed Valuation	Tax Levy	Tax Rate*			Fiscal Year 94	Fiscal Year 93	Fiscal Year 92
1994	\$2,770,452,701	\$42,092,859	\$15.55**	I	Residential	90.62	90.34	90.54
1993	\$2,800,658,761	\$40,665,566	\$14.52					
1992	2,863,869,461	39,635,953	13.84	II	Open Space	.05	.05	.05
1991	3,098,794,803	38,641,971	12.47					
1990	3,121,701,503	35,119,141	11.25	III	Commercial	7.19	7.39	7.25
1989	3,131,348,407	34,006,443	10.86					
1988	1,835,817,522	32,420,537	17.66	IV	Industrial	.80	.91	.89
1987	1,825,868,889	31,477,979	17.24	V	Personal	1.34	1.31	1.27

*Tax Rate expressed in per thousand dollars of assessed value

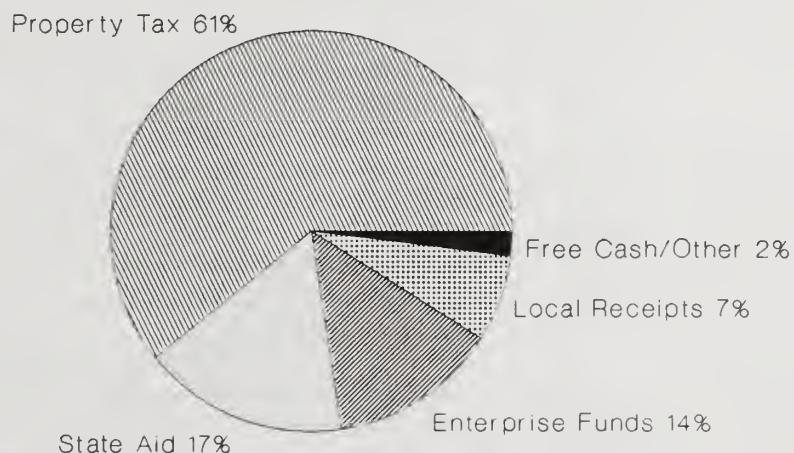
**.49 of FY 1994 tax rate increase was due to the shifting of the water and sewer debt service from the water and sewer charges to the tax bill.

Assessments By Property Classifications

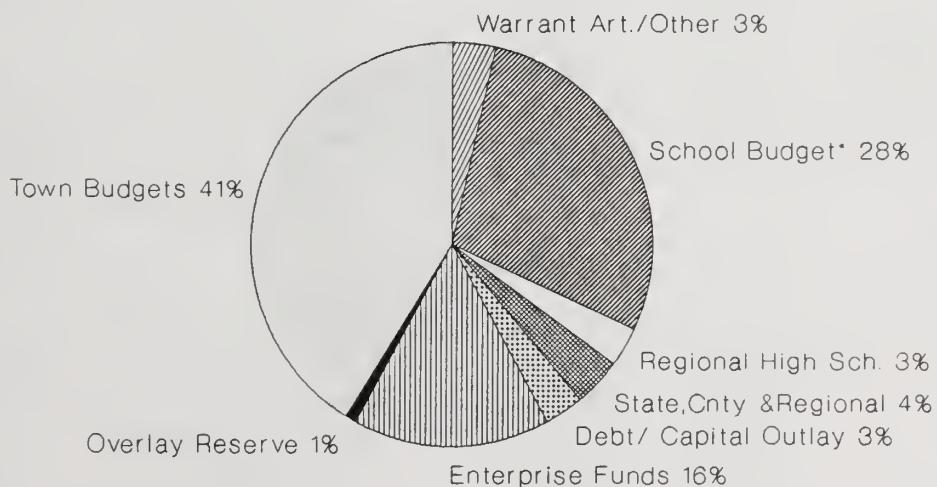
Class Type	Parcel Count	Total Assessed Value	Average Assessed Value
Single Family	7,887	\$1,454,665,200	\$184,438
Condominiums	1,719	173,931,400	101,182
Two Family	2,946	644,524,100	218,779
Three Family	209	52,142,500	248,112
Multi Dwell.	15	3,962,100	264,140
4-8 Unit Apt.	86	29,636,200	344,607
Over 8 Unit Apts.	74	116,975,500	1,580,750
Rooming Houses	3	1,339,500	446,500
Mixed Use	96	42,910,800	446,987
Vacant Land	411	16,726,000	38,988
Open Space	30	1,305,600	43,520
Commercial	372	186,908,200	483,296
Industrial	28	22,082,500	906,546
Personal Property	710	<u>37,295,401</u>	47,935
TOTALS	14,589	\$2,770,452,401	

TOWN REVENUES AND EXPENDITURES

FISCAL YEAR 1994 WHERE IT COMES FROM



WHERE IT GOES



Source - Tax Rate Recapitulation Sheet, Town Clerk's Certified Copy of Town Meeting Actions

* Various School Costs (i.e. Insurance, Data Processing, Worker's Compensation, Telephone) are Charged to Town Budgets

FINANCIAL MANAGEMENT SERVICES

BUDGET

	<u>FY 1993</u>	<u>FY 1994</u>		<u>FY 1993</u>	<u>FY 1994</u>
GENERAL GOVERNMENT			EDUCATION/LIBRARY		
Board of Selectmen	\$ 316,622	210,786	Schools	20,017,420	20,146,545
Town Manager	161,586	161,586	Library	<u>973,140</u>	<u>1,026,703</u>
Purchasing	51,646	51,046	Sub Total-		
Personnel	114,329	114,729	Education/Library	<u>20,990,560</u>	<u>21,173,248</u>
Data Processing	396,456	396,456			
Telecommunications	187,972	190,423	HUMAN RESOURCES		
Postage	129,538	132,634	Human Resources		
Legal	116,630	116,630	Administration	\$ 72,469	\$ 72,469
Town Clerk	139,173	141,436	Sealer/Consumer Affairs	9,632	9,614
Board of Registrars	73,565	67,588	Veterans Services	171,867	172,117
Workers' Compensation	644,567	648,122	Board of Health	125,259	125,638
Reserve Fund	<u>200,000</u>	<u>200,000</u>	Council on Aging	<u>74,758</u>	<u>76,004</u>
Sub Total-			Sub Total-		
General Government	2,532,084	2,431,436	Human Resources	453,985	455,842
FINANCIAL MANAGEMENT					
Finance Committee	9,849	9,849	PLANNING, DEVELOPMENT, ZONING		
Comptroller	195,379	195,379	Planning and Community		
Treasurer/Collector	390,463	402,595	Development	141,532	142,759
Board of Assessors	<u>185,592</u>	<u>185,592</u>	Redevelopment Board	158,245	235,148
Sub Total-			Zoning Board of Appeals	<u>21,160</u>	<u>21,160</u>
Financial Management	781,283	793,415	Sub Total-		
			Planning, Development,		
			Zoning	320,937	399,067
PUBLIC WORKS					
Properties	243,798	226,180	FIXED COSTS		
Natural Resources	691,038	695,561	Pensions	4,954,602	4,928,431
Cemeteries	295,893	293,863	Insurance	5,171,440	5,281,440
Engineering	50,685	50,870	Debt and Interest		
Public Works Administration	269,681	272,966	(Excluding Capital		
Roadway Maintenance	842,265	842,265	Budget)	<u>84,000</u>	<u>89,000</u>
Sanitation	<u>2,708,571</u>	<u>3,131,993</u>	Sub Total-		
Sub Total-			Fixed Costs	<u>10,210,042</u>	<u>10,298,871</u>
Public Works	5,101,931	5,513,698			
COMMUNITY SAFETY			TOTAL OPERATIONAL		
Parking	30,886	25,859	BUDGETS	<u>\$48,494,107</u>	<u>\$49,254,261</u>
Community Safety					
Administration	197,821	199,543	Enterprise Fund Expenses		
Police	3,214,389	3,230,725	Water and Sewer	3,143,551	3,179,571
Fire	3,469,405	3,465,317	Assessment	6,048,190	6,986,934
Support Services	720,784	722,240	Recreation	234,992	244,718
Street Lighting	<u>470,000</u>	<u>545,000</u>	Veterans' Memorial Rink	235,387	301,856
Sub Total-			Youth Services	212,484	212,484
Community Safety	8,103,285	8,188,684	Council on Aging Trans.	192,200	223,750

FINANCIAL MANAGEMENT SERVICES

Powers & Sullivan

Certified Public Accountants

545 Salem Street

Wakefield, Ma 01880

Telephone 617-246-9660

Faximile 617-246-5476

To the Board of Selectmen
Town of Arlington
Arlington, Massachusetts

We have audited the accompanying general purpose financial statements of the Town of Arlington, Massachusetts, as of and for the year ended June 30, 1993, listed in the accompanying table of contents. These general purpose financial statements are the responsibility of the Town of Arlington's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

Except as discussed in the following three paragraphs, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Inasmuch as the Commonwealth of Massachusetts does not require the capitalization of fixed assets, the Town has not maintained complete historical cost records of its General Fixed Assets. Accordingly, a statement of General Fixed Assets, required by generally accepted accounting principles, is not included in the financial statements.

As more fully described in Note 1, the Town maintains their enterprise funds on a comprehensive basis of accounting other than generally accepted accounting principles. Accordingly, the enterprise funds are not intended to present the financial position and results of operations in conformity with generally accepted accounting principles.

As more fully described in Note 1, the Town has not segregated the non-expendable portion of its trust funds from the expendable portion which is not in accordance with generally accepted accounting principles. Accordingly, the trust funds are not intended to present the financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, based on our audit, except for the effect on the financial statements of the matters described in the preceding three paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Arlington, Massachusetts, as of June 30, 1993, and the results of its operations and the cash flows of its Proprietary Fund Type and Pension Trust Fund for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The additional information listed in the accompanying table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Town of Arlington. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, based on our audit, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

We did not audit the data included in the supplementary information section of this report and, accordingly, we express no opinion on such data.

September 21, 1993



FINANCIAL MANAGEMENT SERVICES

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 1993

	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types	Account Group General	Combined Totals (Memorandum only)
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-Term Obligations Group	Total
ASSETS							
CASH AND SHORT-TERM INVESTMENTS	\$ 801,312	\$ 181,105	\$ 382,741	\$ 369,898	\$ 5,468,014	\$ -	\$ 7,203,070
INVESTMENTS	4,911,894	1,112,568	2,343,200	2,268,745	55,069,258	-	65,705,665
INVESTMENT IN DEFERRED COMPENSATION PLAN	-	-	-	-	4,182,559	-	4,182,559
RECEIVABLES:							
Real estate and personal property taxes	212,084	-	-	-	-	-	212,084
Tax Liens	1,113,699	-	-	-	-	-	1,113,699
Motor vehicle excise	714,024	-	-	-	-	-	714,024
User charges	-	-	-	1,140,982	-	-	1,140,982
Other	483,184	-	-	-	-	-	483,184
Dividends and interest	-	299,758	1,196,073	-	574,499	-	574,499
Intergovernmental	-	-	-	-	187,291	-	1,663,122
OTHER ASSETS	19,588	-	-	-	-	-	19,588
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS							
TOTAL ASSETS	<u>\$ 8,255,785</u>	<u>\$ 1,593,431</u>	<u>\$3,922,014</u>	<u>\$3,779,625</u>	<u>\$65,481,621</u>	<u>\$11,278,000</u>	<u>11,278,000</u>

See notes to financial statements.

FINANCIAL MANAGEMENT SERVICES

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

JUNE 30, 1993

	<u>Governmental Fund Types</u>		<u>Proprietary Fund Types</u>		<u>Fiduciary Fund Types</u>		<u>Account Group General Long-Term Obligations Group</u>	<u>Combined Totals (Memorandum only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Enterprise</u>	<u>Trust and Agency</u>			
LIABILITIES AND FUND EQUITY								
LIABILITIES:								
Warrants payable	\$ 455,740	\$ 184,501	\$ 370,956	\$ 159,595	\$ 477,764	\$ -	\$ 1,648,556	
Reserve for abatements	714,578	-	-	-	4,234,687	-	714,578	
Liabilities due depositors	-	14,347	-	41,517	-	-	4,234,687	
Other Liabilities	2,061,935	-	-	1,140,982	-	856,000	2,973,799	
Deferred revenues	2,611,029	-	-	25,749	-	-	3,752,011	
Compensated absences	1,935,726	14,163	1,000,000	-	-	2,928,000	4,903,638	
Notes payable	-	-	-	-	-	1,659,000	2,659,000	
Bonds payable	-	-	-	-	-	5,835,000	5,835,000	
TOTAL LIABILITIES	7,779,008	213,011	1,370,956	1,367,843	4,712,451	11,278,000	26,721,269	
FUND EQUITY:								
Retained earnings					2,411,782			2,411,782
Reserved for:								
Encumbrances and continuing appropriations	2,115,852	-	-	-	-	-	-	2,115,852
Pension benefits	-	-	-	-	-	-	-	51,567,814
Unreserved	(1,639,075)	1,380,420	2,551,058	-	51,567,814 9,201,356	-	-	11,493,759
TOTAL FUND EQUITY	476,777	1,380,420	2,551,058	2,411,782	60,769,170	-	67,589,207	
TOTAL LIABILITIES, DEFERRED REVENUES AND FUND EQUITY	\$ 8,255,785	\$1,593,431	\$3,922,014	\$3,779,625	\$65,481,621	\$11,278,000	\$94,310,476	

See notes to financial statements.

FINANCIAL MANAGEMENT SERVICES

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
YEAR ENDED JUNE 30, 1993**

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Expendable Trust</u>	<u>Combined Total (Memorandum Only)</u>
REVENUES:					
Real estate and personal property taxes, net of reserve for abatements	\$40,140,035	\$ -	\$ -	\$ -	\$40,140,035
Motor vehicle excise	2,161,389	-	-	-	2,161,389
User Charges	1,118,947	1,262,937	-	-	2,381,884
Intergovernmental	10,915,371	3,725,167	1,520,249	107,593	16,268,380
Contributions	589,833	-	-	-	589,833
Departmental fees, fines and charges	-	-	-	-	-
Investment earnings	490,789	8,917	49,928	6,728,167	6,728,167
Other revenues	381,655	3,666	923	722,491	1,272,125
TOTAL REVENUES	55,798,019	5,000,687	1,571,100	7,558,251	69,928,057
EXPENDITURES:					
General Government	2,475,033	12,984	103,692	4,507	2,583,232
Public Safety	7,802,784	331,236	341,988	-	8,157,756
Public Works	5,968,711	1,905,157	316,518	-	6,616,465
Planning and Community Development	326,625	383,541	30,499	-	2,262,281
Human Resources	505,518	36,954	2,993,665	74,629	963,688
Library	1,005,431	36,613	177,410	55,422	4,091,472
Property and Natural Resources	1,271,017	2,137,607	80,533	89,839	1,541,879
Education	22,254,632	-	-	-	24,472,772
Pension	4,895,923	-	-	-	4,895,923
Debt Service - principal	2,090,000	-	-	-	2,090,000
Debt Service - interest	446,832	-	-	-	446,832
State and County charges	2,697,456	-	-	-	2,697,456
Court Judgements	131,750	-	-	-	131,750
Employee Benefits	5,682,422	-	-	-	5,682,422
Other expenditures	19,080	24,563	-	-	19,080
TOTAL EXPENDITURES	57,573,214	4,835,655	4,044,305	7,707,221	74,160,395
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES					
OTHER FINANCING SOURCES (USES):	(1,775,195)	165,032	(2,473,205)	(148,970)	(4,232,338)
Proceeds of general obligation bonds	839,000	-	4,885,000	-	5,724,000
Overlay reversal	150,000	-	-	-	150,000
Transfers in	270,416	63,455	217,640	100,000	651,511
Transfers out	(548,579)	(105,416)	(170,000)	-	(823,995)
TOTAL OTHER FINANCING SOURCES (USES)	710,837	(41,961)	4,932,640	100,000	5,701,516
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURES					
(1,064,358)	123,071	2,459,435	(48,970)	1,469,178	
FUND BALANCES AT BEGINNING OF YEAR	1,541,135	1,257,349	91,623	9,250,326	12,140,433
FUND BALANCES AT END OF YEAR	\$ 476,777	\$ 1,380,420	\$ 2,551,058	\$ 9,201,356	\$13,609,611

See notes to financial statements.

FINANCIAL MANAGEMENT SERVICES

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - GENERAL FUND - BUDGETARY BASIS
YEAR ENDED JUNE 30, 1993**

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES:			
Real estate and personal property taxes, net of reserve for abatements	\$39,621,550	\$40,114,936	\$ 493,386
Motor vehicle excise	2,200,000	2,347,297	147,297
User Charges	984,571	1,118,947	134,376
Intergovernmental	10,787,370	10,915,371	128,001
Departmental fees, fines and charges	325,000	589,833	264,833
Investment earnings	756,158	490,789	(265,369)
Other revenues	<u>374,000</u>	<u>381,655</u>	<u>7,655</u>
TOTAL REVENUES	<u>55,048,649</u>	<u>55,958,828</u>	<u>910,179</u>
EXPENDITURES:			
General Government	2,939,921	2,941,932	(2,011)
Public Safety	7,636,035	7,544,223	91,812
Public Works	5,413,702	5,399,662	14,040
Planning and Community Development	299,777	299,298	479
Human Resources	512,428	505,152	7,276
Library	973,140	959,950	13,190
Property and Natural Resources	1,272,684	1,211,052	61,632
Education	22,157,460	22,330,538	(173,078)
Pension	4,954,602	4,895,923	58,679
Debt Service - principal	2,090,000	2,090,000	-
Debt Service - interest	484,352	452,560	31,792
State and County charges	2,708,738	2,697,456	11,282
Court Judgements	139,750	139,750	-
Employee benefits	5,816,007	5,680,803	135,204
Other expenditures	<u>15,830</u>	<u>15,645</u>	<u>185</u>
TOTAL EXPENDITURES	<u>57,414,426</u>	<u>57,163,944</u>	<u>250,482</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	<u>(2,365,777)</u>	<u>(1,205,116)</u>	<u>1,160,661</u>
OTHER FINANCING SOURCES (USES):			
Proceeds of general obligation bonds	839,000	839,000	-
Transfers in	270,416	270,416	-
Transfers out	(542,939)	(548,579)	(5,640)
Overlay reversion	150,000	150,000	-
Encumbrance reversion	416,000	416,000	-
Transfers from Unreserved Fund Balance	<u>1,233,300</u>	<u>1,233,300</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>2,365,777</u>	<u>2,360,137</u>	<u>(5,640)</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURES	<u>\$ -</u>	<u>\$ 1,155,021</u>	<u>\$1,155,021</u>

See notes to financial statements.

FINANCIAL MANAGEMENT SERVICES

**COMBINED STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN RETAINED EARNINGS/FUND BALANCES
ALL PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS
YEAR ENDED JUNE 30, 1993**

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	Total (Memorandum Only)
	<u>Enterprise</u>	<u>Pension</u>	
<u>OPERATING REVENUES:</u>			
Charges for services	\$8,201,185	\$ -	\$ 8,201,185
Contributions	-	5,753,789	5,753,789
Intergovernmental	159,926	833,767	993,693
Transfers from other systems	-	197,732	197,732
Investment income	-	4,759,814	4,759,814
TOTAL REVENUES	8,361,111	11,545,102	19,906,213
<u>OPERATING EXPENSES:</u>			
Benefit payments	-	6,042,615	6,042,615
Cost of service and administration	9,561,499	-	9,561,499
Transfers to other systems	-	375,519	375,519
Other expenses	-	207,804	207,804
TOTAL EXPENSES	9,561,499	6,625,938	16,187,437
NET OPERATING INCOME (LOSS)	(1,200,388)	4,919,164	3,718,776
<u>NONOPERATING REVENUES (EXPENSES):</u>			
Other income	13,481	-	13,481
Interest income	5,138	-	5,138
NONOPERATING REVENUES (EXPENSES), NET	18,619	-	18,619
NET INCOME (LOSS) BEFORE TRANSFERS	(1,181,769)	4,919,164	3,737,395
<u>TRANSFERS:</u>			
OPERATING TRANSFERS IN	172,484	-	172,484
NET INCOME (LOSS)	(1,009,285)	4,919,164	3,909,879
<u>RETAINED EARNINGS/FUND BALANCES:</u>			
AT BEGINNING OF YEAR	3,421,067	46,648,650	50,069,717
AT END OF YEAR	<u>\$2,411,782</u>	<u>\$51,567,814</u>	<u>\$53,979,596</u>

See notes to financial statements.

FINANCIAL MANAGEMENT SERVICES

COMBINED STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS
YEAR ENDED JUNE 30, 1993

	<u>Proprietary</u> <u>Fund Type</u>	<u>Fiduciary</u> <u>Fund Type</u>	<u>Total</u> <u>(Memorandum Only)</u>
	<u>Enterprise</u>	<u>Pension</u>	
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>			
Operating income (loss)	(\$1,200,388)	\$4,919,164	\$3,718,776
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:			
Change in assets and liabilities:			
Dividend and interest receivable	-	(249)	(249)
Intergovernmental receivable	-	102,690	102,690
Warrants payable	75,361	-	75,361
Other liabilities	(113,620)	-	(113,620)
Compensated absences	<u>25,749</u>	<u>-</u>	<u>25,749</u>
Total adjustments	<u>(12,510)</u>	<u>102,441</u>	<u>89,931</u>
Net cash provided by (used for) operating activity	<u>(1,212,898)</u>	<u>5,021,605</u>	<u>3,808,707</u>
<u>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</u>			
Operating transfers	172,484	-	172,484
Other income	<u>13,481</u>	<u>-</u>	<u>13,481</u>
Net cash provided by non-capital financing activities	<u>185,965</u>	<u>-</u>	<u>185,965</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>			
Purchase, sales and maturities of investments, net	1,377,182	(4,957,381)	(3,580,199)
Investment income	<u>5,138</u>	<u>-</u>	<u>5,138</u>
Net cash (used for) investing activity	<u>1,382,320</u>	<u>(4,957,381)</u>	<u>(3,575,061)</u>
Net increase (decrease) in cash	355,387	64,224	419,611
Cash at beginning of year	<u>14,511</u>	<u>1,009,193</u>	<u>1,023,704</u>
Cash at end of year	<u>\$ 369,898</u>	<u>\$1,073,417</u>	<u>\$1,443,315</u>

See notes to financial statements.

FINANCIAL MANAGEMENT SERVICES

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 1993

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying general purpose financial statements have been prepared in conformance with generally accepted accounting principles (GAAP) for governments as prescribed by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

The general purpose financial statements include all funds and account groups of the Town of Arlington and other organizational entities for which the Town has oversight responsibility, and are consequently determined to be includable in the Town's financial reporting entity.

The general purpose financial statements have been prepared primarily from the accounts maintained by the Town Comptroller. The Town records its transactions in the fund types and account groups described below. Transactions between funds within a fund type, if any, have been eliminated.

GOVERNMENTAL FUND TYPES

General Fund - The General Fund is the general operating fund of the Town. It is used to account for all financial resources, except those required to be accounted for in another fund.

Special Revenue Funds - The Special Revenue Fund is used to account for the proceeds of specific revenue sources (other than expendable trusts or capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

Capital Projects Fund - The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Trust Funds).

PROPRIETARY FUND TYPES

Enterprise Fund - The Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where net income and capital maintenance are measured. Costs of providing services to the general public on a continuing basis, including depreciation, are financed or recovered primarily through user charges.

FIDUCIARY FUND TYPES

Trust Funds and Agency Accounts - Trust funds and Agency Accounts are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, other governments and other funds.

Pension Trust Fund - The Town administered Contributory Retirement System is used to account for the assets of the retirement system available for the payment of retired employee's benefits and administrative expenses of the system.

ACCOUNT GROUP

General Long-Term Obligations - Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Obligations Account Group.

FINANCIAL MANAGEMENT SERVICES

B. Basis of Accounting

All Governmental Funds and Expendable Trust Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available and expenses when incurred.

Revenue recognition - Real estate and personal property tax levies are recorded as revenue when collected, including a 60-day period subsequent to the fiscal year end. Taxes not collected within the time period described are classified as deferred revenue. A provision for estimated abatements and exemptions is provided for in the levy. All interest earned through June 30 on savings accounts and certificates of deposit have been accrued and recorded as revenue as of June 30, 1993. In addition, revenues related to expenditure driven grants are recognized when expenditures are recorded. All other revenues are recorded when cash is received. Accordingly, revenue related to other accounts receivable is deferred until collected.

Expenditures - Expenditures and related liabilities are recorded in the accounting period the liability is incurred to the extent it is expected to be paid within the next twelve months. Expenditures for interest on long-term obligations is recorded when paid.

The Pension Trust Fund is accounted for on the accrual method. Agency Funds are custodial in nature (assets equal liabilities) and are accounted for on the cash basis which approximates the modified accrual basis of accounting.

The Town has not segregated its non-expendable trust funds from the expendable trust funds and therefore has reported the activity under the modified accrual basis of accounting. This presentation is not in accordance with GAAP.

The Town has not maintained adequate records to properly account for the Enterprise Funds using a flow of economic resources measurement focus and the accrual basis of accounting. The Town does not record fixed assets, depreciation, contributed capital, accrued revenues and accrued expenses. Therefore the enterprise financial statements are reported using the modified accrual basis of accounting. This presentation is not in accordance with GAAP.

C. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies. For Governmental Funds, vested or accumulated vacation and sick leave that are expected to be liquidated with expendable available financial resources are reported as expenditures and fund liabilities. Amounts that are not expected to be so liquidated are reported in the General Long-Term Obligations Account Group.

D. Post Retirement Benefits

In addition to providing pension benefits, the Town provides health insurance coverage for retired employees and their survivors. The Town recognizes the cost of providing health insurance by recording its share of insurance premiums in the General Fund in the year paid. For the year ended June 30, 1993, this expense was approximately \$241,000.

E. Inventories

Inventories are recorded as expenditures at the time of purchase.

FINANCIAL MANAGEMENT SERVICES

F. Fixed Assets

The Commonwealth of Massachusetts does not require the Town to capitalize expenditures for General Fixed Assets. Accordingly, such disbursements in the Governmental Funds are considered expenses in the year payments are made. As a result of this practice, the accompanying financial statements do not include a statement of the fixed asset group of accounts.

A complete accounting of fixed assets and depreciation of the Enterprise Funds have not been maintained and therefore are not reported. This is a departure from GAAP.

G. Deferred Compensation

The Town offers its employees a Deferred Compensation Plan (Plan) created in accordance with Internal Revenue Code Section 457. The Plan, which is available to all employees, permits participants to defer a portion of their salary until future years. Amounts deferred under the Plan are not available to employees until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under this Plan, all property and rights purchased with the amounts, and all income attributable to these amounts are solely the property and rights of the employer, subject only to the claims of the employer's general creditors. Participants' rights under the Plan are equal to those of general creditors of the employer in an amount equal to the fair market value of the deferred account of each participant. The Town has no liability for losses under the Plan but does have the duty of due care that would be required of an ordinary prudent investor. The Town believes it is unlikely that Plan assets will be used to satisfy future claims of general creditors. At June 30, 1993 assets of \$4,182,559 are recorded in the Agency Fund.

H. Long-term debt

Long-term financing is recorded in the General Long-Term Obligations account group. Principal and interest paid on long-term debt is recorded in the General Fund.

Bonds and notes payable of the Enterprise Funds are recorded as liabilities of that fund.

I. Investments

Investments in bonds are stated at amortized cost. Investments in equity securities are carried at the lower of cost or market.

J. Encumbrances and continuing appropriations

Encumbrance accounting, under which purchase orders, contracts and other commitments for expenditure of funds are recorded to reserve that portion of the applicable appropriation, is employed in the General Fund.

Unencumbered appropriations which are carried over to the ensuing fiscal year are reported as "continuing appropriations". These represent amounts appropriated for specific purposes which were not completed during the year.

Encumbrances and continuing appropriations are reported as a reservation of fund balance in the accompanying balance sheet as they do not constitute expenditures or liabilities.

K. Total (Memorandum Only) Column

The total column used on the Combined Financial Statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

FINANCIAL MANAGEMENT SERVICES

NOTE 2 - CASH AND INVESTMENTS

The Town maintains a cash and investment pool that is available for use by all funds, except the Trust Funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-Term Investments". The deposits and investments of the Trust Funds are held separately from those of other Town funds.

At year end, the carrying amount of the Town's deposits was \$7,203,070 and the bank balance was \$8,502,170. Of the bank balance, \$267,063 was covered by federal depository insurance, \$7,411,427 was collateralized and \$823,680 was deposited in the Massachusetts Municipal Depository Trust.

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State treasurer's investment pool. In addition, there are various restrictions limiting the amount and length of deposits and investments.

The amortized cost of bonds represents the original cost of the investment plus or minus bond discount or bond premium calculated ratably to maturity. Equity securities are carried at cost. The market values were determined by the closing price for those securities traded on national stock exchanges and at the average bid-and-asked quotation for those securities traded in the over-the-counter market.

Investments are classified as to collateral risk into the following three categories:

Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.

Category 2: Uninsured and unregistered, with securities held by the counterparts trust department or agent in the Town's name.

Category 3: Uninsured and unregistered, with securities held by the counterpart, or its trust department or agent but not the Town's name.

	<u>Cost</u>	<u>Market Value</u>
Investments (Category 1):		
Equity securities	\$26,087,860	\$27,241,027
Government agency bonds	11,790,271	11,906,479
Fixed income securities	<u>27,827,534</u>	<u>30,025,671</u>
	\$65,705,665	\$69,173,177

NOTE 3 - BUDGETARY - GAAP RECONCILIATION

Accounting principles followed for purposes of preparing financial statements on a budgetary basis differ from those used to present financial statements in conformity with generally accepted accounting principles (GAAP). A reconciliation of budgetary-basis to GAAP-basis results for the General Fund for the year ended June 30, 1993, is presented below:

Excess of revenues and other financing sources (uses) over expenditures - budgetary basis	\$1,155,021
Basis of accounting differences:	
Net decrease in revenues	(160,809)
Encumbrance reversion	(416,000)
Transfers from unreserved fund balance	(1,233,300)
Net increase in recording expenditures, encumbrances and continuing appropriations	<u>(409,270)</u>
Deficiency of revenues and other financing sources (uses) over expenditures - GAAP basis	(\$1,064,358)

FINANCIAL MANAGEMENT SERVICES

NOTE 4 - PENSION PLAN

The Town participates in a Retirement System administered by the Arlington Contributory Retirement System (System), a cost-sharing multiple-employer public employer retirement system which is part of the reporting entity. Substantially all employees of the Town are members of the System. Public school teachers and certain administrators are covered by the Commonwealth of Massachusetts Teachers Retirement System (TRS) to which the Town does contribute.

The Town pays the entire retirement allowance of certain retirees who are eligible for non-contributory benefits. The General Fund expenditure for fiscal 1993 was \$580,394. No estimated unfunded actuarial liability is available for non-contributory benefits.

Membership

The current membership as of December 31, 1992 is as follows:

Active members	644
Inactive members	36
Retirees and beneficiaries currently receiving benefits	<u>543</u>
Total	<u>1,223</u>

Participating employers' (the Town of Arlington and Arlington Housing Authority) share of the total annual contribution is determined on the basis of active payroll. The Town's payroll for employees covered by the System for the year ended June 30, 1993, was \$14,085,000. The teachers' payroll covered under the TRS was \$18,795,000. The total Town payroll was \$34,821,000. Benefits paid under the plan, referred to as "retirement allowances," include both an annuity portion, funded principally from amounts contributed by the participants, and a pension portion funded by the employers.

The participants contribute a percentage of their compensation annually (between 5% - 10%), determined by their date of employment and annual compensation.

Benefit provisions

All Public Employee Retirement Systems (PERS) in the Commonwealth are established under the Uniform Massachusetts Contributory Retirement System requirements of the General Laws. These requirements provide uniform benefit and contribution provisions for all systems.

The system provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of service, level of compensation and group classification.

Funding status and progress

The amount shown as the "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is intended to help users assess the funding of the System on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among employers. The measure is the actuarial present value of credited projected benefits and is independent of the funding method used to determine contributions to the System. The pension benefit obligation was determined as part of an actuarial valuation as of January 1, 1992.

For fiscal 1993, the employer contribution by the City was determined by an actuarial basis which includes the normal cost and amortization of unfunded past service costs.

FINANCIAL MANAGEMENT SERVICES

Significant actuarial assumptions used in the valuation include:

- * Investment return on current assets and future contributions is assumed to be at the rate of 8.0% per year, compounded annually. This return includes interest, dividends, realized and unrealized gains.
- * Salaries are assumed to increase 5.5% per year.
- * No cost-of-living increases have been assumed as these benefits are the responsibility of the State.
- * Mortality is assumed to be accordance with the Group Annuity Mortality Table for 1965.
- * The actuarial cost method used to determine liabilities, costs and to project future funding requirements is known as the Aggregate Entry Age Normal Cost Method.

As of January 1, 1992, the unfunded pension obligation was as follows:

Pension Benefit Obligation:

Retirees and beneficiaries currently receiving benefits	\$37,382,000
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Terminated members entitled to benefits but not yet receiving them	31,000
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Active Members:

Accumulated employee contributions including allocated investment earnings	14,341,000
--	------------

Employer financed vested	26,868,000
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Employer financed non-vested	<u>2,792,000</u>
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Total Pension Benefit Obligation	81,414,000
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Net assets available for benefits, at market	<u>49,475,000</u>
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Unfunded Pension Benefit Obligation	<u>\$31,939,000</u>
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The City's share of the allocated pension benefit obligation and net assets is approximately 96% at January 1, 1992.

In accordance with Massachusetts General Laws, employer contributions to the System have historically been determined on a pay-as-you-go basis. Generally accepted accounting principles require that the annual minimum provision for pension costs should include normal cost, interest on unfunded past service cost liability, and amortization of unfunded vested benefits, based on an acceptable actuarial cost method.

The Pension Reform Act of 1987, Chapter 697, was enacted by the State Legislature in January 1988. The Act amends Chapter 32 of the General Laws and under Section 22D provides that the Town may elect to establish a funding schedule to amortize the unfunded actuarial liabilities plus current (normal) cost. The normal cost and unfunded liability are calculated in accordance with the entry age normal actuarial cost method. In Fiscal 1990 the Town accepted the provisions of Section 22D and approved the amortization of its unfunded actuarial liability based on a funding schedule which is in accordance with generally accepted accounting principles. All future contributions will be made in accordance with this schedule.

FINANCIAL MANAGEMENT SERVICES

The employer contribution to the System for the year ended June 30, 1993, was \$4,402,082; employee contributions for the period were approximately \$1,180,000.

Contribution requirements and contribution made (continued):

The following table presents the required three year trend information:

Net assets available for benefits

as a percentage of the pension benefit
obligation applicable to employees:

1992	61%
1991	63%
1990	55%

Unfunded pension benefit obligation as a

percentage of annual covered payroll:

1992	227%
1991	166%
1990	215%

Town's contribution to the pension plan as

a percentage of annual covered payroll:

1992	31%
1991	27%
1990	29%

Ten year historical trend information may be found on pages 27 and 28 is being accumulated on a year-by-year basis. (*Editor's Note: This information is not included in this Annual Town Report*). These reports presents information about progress made in accumulating sufficient assets to pay benefits when due.

NOTE 5 - Long-Term Debt:

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 2-1/2% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the Town's outstanding indebtedness at June 30, 1993, and the debt service requirements follow.

<u>BOND PAYABLE SCHEDULE</u>	Interest Rate	Outstanding at June 30,			Outstanding at June 30,	
		1992	Issued	Redeemed	1993	
High School Renovation Loan 1979	6.647%	\$1,190,000	\$ -	\$1,190,000	\$ -	
Capital Improvement Loan 1988	6.500%	1,165,000	-	600,000	565,000	
Capital Projects Loan 1980	6.300%	1,185,000	-	300,000	885,000	
Municipal Purpose Loan 1993	4.0-5.2%	—	4,385,000	—	4,385,000	
Total		\$3,540,000	\$4,385,000	\$2,090,000	\$5,835,000	

FINANCIAL MANAGEMENT SERVICES

Debt service requirements for interest and principal for bonds payable in future years are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994.....	\$1,315,000	\$ 258,538	\$1,573,538
1995.....	750,000	198,775	948,775
1996.....	735,000	158,748	893,748
1997.....	450,000	130,420	580,420
1998.....	450,000	111,745	561,745
Thereafter.....	<u>2,135,000</u>	<u>253,565</u>	<u>2,388,565</u>
Total	<u>\$5,835,000</u>	<u>\$1,111,791</u>	<u>\$6,946,791</u>

The Town has a note payable due to the Commonwealth of Massachusetts with a balance of \$320,000, as of June 30, 1993, with interest at 5%, due in annual installments of \$80,000. Pursuant to an agreement dated May 4, 1989 between the parties, the payment of the debt service requirements of this note has been indefinitely suspended subject to the Town receiving a future State grant in the amount of \$350,000.

The Commonwealth of Massachusetts has approved construction assistance to the Town. The assistance program provides resources for future debt service of general obligation school bonds outstanding. These resources are subject to annual appropriation by the State Legislature and the Town's compliance with certain reporting requirements. During 1993, the Town received \$20,389 of such assistance. Assuming annual appropriations by the Commonwealth approximately \$61,168 will be received in future years.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit.

As of June 30, 1993 the Town had a total of \$2,739,934 in authorized and unissued debt.

The Town had short-term bond anticipation notes of \$1,339,000 outstanding at June 30, 1993. Subsequent to year end the Town issued \$2,670,000 of General Obligation Bonds in October, 1993 at an effective interest rate of 3.5919%, due in various installments through fiscal year 2003. A portion of the proceeds was used to repay the short-term obligations. Therefore, the Town has recorded the \$1,339,000 of notes as long-term obligations as of June 30, 1993, and a source of funds in the general fund (\$839,000) and the capital projects fund (\$500,000).

NOTE 6 - TEMPORARY BORROWINGS

The Town is authorized to borrow on a temporary basis to fund the following:

- * Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- * Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Temporary loans are general obligations of the Town and carry maturity dates which are limited by statute. Interest expenditures for temporary borrowings are accounted for in the General Fund.

The Town has a \$1,000,000 GAN outstanding at June 30, 1993 , with interest at 2.19% due October 17, 1993.

FINANCIAL MANAGEMENT SERVICES

The BANS outstanding at June 30, 1993 of \$1,339,000, due October 17, 1993, with interest ranging from 2.35% - 2.98%, were permanently financed in October 1993. The Town recorded the BANS as a long-term liability in fiscal 1993. See note 5 for detail on terms of the new financing.

NOTE 7 - CONTINGENCIES

The Town participates in a number of Federal financial assistance programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act of 1984 through June 30, 1993, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 1993, cannot be ascertained, other than the litigation discussed below, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 1993.

A judgement was rendered in Superior Court against the Town relating to a suit by four labor unions contesting the employee portion of health insurance premiums withheld from salaries since June 1989. The judgement of approximately \$700,000 with interest accumulating at 12% per year has been appealed by the Town. The possible liability has been recorded in the General Long-Term Obligations Account Group at June 30, 1993.

NOTE 8 - ADJUSTMENTS AND RECLASSIFICATIONS

For the year ended June 30, 1993, certain changes have been made to the opening fund balances/retained earnings. The prior year report was on a comprehensive basis of accounting not in conformance with generally accepting accounting principles and therefore it is not practical to enumerate all differences in the restatement.

COUNCIL ON AGING

Last year, Town Meeting acted favorably on a Council on Aging (COA) Warrant Article to increase the number of board seats from seven to nine. As a result two new members joined the Council on Aging Board. Board members were active in policy and program development and various legislative issues. They were supportive of staff in their efforts to meet the needs of Arlington's elders.

For the fifth year in a row, increases in the demand for services continued to pose serious challenges to the Board and the staff. New ways to meet the demand and to reach out to the community were implemented. For example, the Regis College School of Social Work will provide a student intern to the COA for the next school year. For the first time, the Executive Office of Elder Affairs recognized and gave credit to Councils on Aging for providing case management services.

The COA also continued its leadership role in the Massachusetts Elder Caucus, worked cooperatively with local Councils on Aging, other local service providers and the agencies housed in the Arlington Multipurpose Senior Center at 27 Maple Street. In addition, the Executive Secretary was appointed as the Town Coordinator for the Americans with Disabilities Act (ADA) and the Board initiated a study to determine the impact of the ADA on elderly services.

The staff continued to improve management skills, systems, record keeping, computer skills and was encouraged to participate in workshop and training opportunities for professional and personal development. The staff will be participating in the Total Quality Management (TQM) initiative of the Town Manager's Office.

Loss is a fact of life in the daily work of the COA as the staff members help elders and their families cope with the inevitable and sometimes unforeseen changes brought on by the aging process. The retirement of long-time Department of Human Resources Director Arthur Johnson brought an unexpected loss of leadership, skill, and expertise that was important to the COA Board and staff members.

Health Services

The COA continued its leadership role in the community, and in particular, continued to take an active role in community health issues by working closely with health officials, health agencies, and Symmes Hospital on many services and several joint projects.

A grant from the Executive Office of Elder Affairs to provide special outreach and education concerning breast cancer and breast health care was received. In special outreach to sites around town nearly 200 women of all ages learned first-hand the latest information on breast health care and treatment of diseases like cancer and breast self-

examination techniques. A conference "Celebrate Women's Health" is planned for the fall of 1994 which will include guest speaker and author Diana Laskin Siegal and Symmes Hospital staff who will speak about the importance of good health care, good attitude, where and how to find good health services, and the latest information on breast health care.

"Golden Opportunities", the COA monthly cable television show won the Sammy award for excellence. A special four-part health series was developed jointly with Symmes Hospital which focused on the mind/body connection, nutrition, exercise, general health, self-help, and the spiritual aspect of wellness.

The Council joined in the planning of the Town's initiative on smoking cessation with the Board of Health and other town departments, other human resources divisions and the Community Health Partnership under a grant from the state Department of Public Health. The COA plans to develop intergenerational education programs.

Senior Housing Task Force

The Senior Housing Task Force continued studying the need and feasibility of increased housing and in-home services for elders. Currently the Task Force is developing a comprehensive package of services in cooperation with elder service providers for otherwise unserved or underserved elders.

The following chart is a graphic comparison between services provided by the Council on Aging in 1985 and 1993. The dramatic increase in information and referral services can only partially be explained by a more accurate method of tracking services. Overall, there has been a dramatic increase in services although the total number of elders has dropped slightly. This is explained in part by the increasing frailty of the elderly population. On average, more than seventy-five percent of COA clients in 1993 were 75 years of age or older.

Comparative Sampling of Services

	1985	1993
Number of elder residents	10,722	10,320
Number of elders served	3,632	7,600
Information and Referral	1,296	8,445
Intake	0	1,937
Health	719	1,890
Nutrition	507	1,010
Transportation	1,030	3,587
Counselling	318	1,033
Case Management	0	55

HUMAN RESOURCES

BOARD OF HEALTH

Many different and interesting programs were initiated by the Board of Health this past year. The annual anti-flu clinic held was one of the largest ever conducted. Over 2,300 doses of vaccine were administered to residents 65 and older or to persons with chronic illness.

Rabies became an epidemic in Arlington this year and spread quickly. In 1993, rabies reached the highest percentage in domestic animals since the early 1940's. The goals of local rabies prevention and control activities are to prevent human cases of rabies and prevent rabies in domestic animals.

The Eastern Middlesex Mosquito Control Project, of which Arlington is member, continues to work at reducing the number of C. Melanura, which carries Eastern Encephalitis. This larval program relies on the non-toxic biological larvicide "Bti".

Water samples from the Reservoir Beach swimming area were collected on a weekly basis for analysis. All samples complied with current regulations. Public and semi-public swimming pools were monitored for water clarity, equipment, and sanitizing agents.

Asbestos monitoring continued throughout the year for the protection of residents. Legal action was taken against several illegal asbestos removals.

As a result of the educational program for food establishments, critical violations continued to show a decrease during routine inspections. This emphasizes that compliance is based upon an understanding of the Sanitary Code. There are 110 food establishments which are inspected. All complaints were investigated.

The public health nurse continues to follow up cases of infectious diseases such as tuberculosis, hepatitis, and meningitis. In addition, the Hepatitis B vaccine was administered to first response firefighters, protecting them from this extremely contagious disease. Other duties included immunization programs in the schools ensuring 100% immunization of school-age children.

The long-range objective of the Board of Health is to promote a healthy quality of life for the people of Arlington. Future health programs will maintain a healthy school system free of tobacco, drugs, chemicals and hazards. There will be increasing health programs such as childhood immunization, adult education on exercise, eating proper foods, and family values. All of the previous will increase work productivity, decrease hospitalization, and provide a better quality of life.

RECREATION

The Recreation Division entered 1993 offering quality programs and facilities to the citizens of Arlington. The Division is charged with overseeing the operation of the Veterans Memorial Sports Center as well as providing

activities for people of all ages. Additionally, Recreation Division staff works with the Park and Recreation Commission to upgrade park facilities in the community.

The Sports Center, Arlington's indoor ice skating facility, continued to be a focal point for recreation activities. Over 1,500 hours of ice were used during the ice skating season. Public skating sessions were once again popular with over 27,000 people taking part in five weekly sessions.

The Sports Center received some upgrading in 1993 when a new roof was installed late in the year. Thanks to the efforts of the Sports Center Improvement Committee, a concession stand began operation in the fall. Both improvements have enhanced the facility tremendously.

The Recreation Division took steps toward providing activities for all individuals by adopting an "inclusionary model" for its summer activities. Under this model, integrated, age appropriate leisure and recreation activities were provided to children with disabilities. The pilot program was successful and was extended to encompass activities held during the school year.

In 1993, as in other years, recreation activities were well received by the community. The Reservoir Beach offered sixty eight days of supervised swimming during the summer. Daily attendance at the beach averaged 500.

New programs introduced during the year included a soccer clinic for kindergartners, country line dancing, morning fitness, and a children's gardening program.

The Recreation Division will continue to strive to offer diversified leisure opportunities for the residents of Arlington. The challenge for the future is to maintain self-supporting, quality facilities and programs.

VETERANS' SERVICES

The Veterans' Services Department provides aid and assistance to all veterans and their families in time of need. Veterans are eligible to receive professional counseling regarding applications for state and federal benefits, financial assistance, medical assistance, and education benefits.

The Department is endeavored to assist our newest veterans from the Persian Gulf War by apprising them of their benefits. Over 4,900 veterans of all wars reside in Arlington.

The Veterans' Services Department is also responsible for the decorating of almost 4,200 grave sites in Mount Pleasant and St. Paul's Cemeteries. This is done with the help of the local veterans' organizations.

SEALER OF WEIGHTS AND MEASURES

The purpose of the Division of Weights and Measures is to provide a control between merchants and consumers in order to guarantee a fair exchange of goods for money spent.

The Sealer of Weights and Measures tests scales,

gasoline pumps, meters on fuel trucks, taxi meters, and several other weighing and measuring devices for accuracy. A seal is then affixed to the weighing or measuring device. In addition, many prepackaged goods are reweighed to ensure that the consumer is being charged for the correct amount of the product and is not being charged for the packaging or tare. The process also protects the merchant because accurate measuring devices ensure that proper amounts of the product are being provided.

ARLINGTON YOUTH CONSULTATION CENTER

The Arlington Youth Consultation Center began a transition period in 1993. Specifically, the decision was made for AYCC to relocate to the Whitemore Robbins House in 1994. AYCC has rented its present location at 12 Prescott Street from the Knights of Columbus since 1970. At that time, the Knights of Columbus was the only organization willing to risk renting space to a "drug agency". There were tremendous fears about such a program being in someone's neighborhood. Thanks to their willingness to give AYCC a home, the agency has grown and thrived over the years, becoming a comprehensive community treatment program.

The second transition AYCC experienced in 1993 was the retirement and departure of Human Resources Director, Arthur Johnson. Arthur was a long-time mentor of AYCC and a prime mover during its early days. After serving as Director of Youth Services, Arthur became Arlington's first Human Resources Director. He was primarily responsible for building the human services network for the Town over the last three decades, and it is a network exemplary across the entire state.

AYCC continues its services to the youth and families of Arlington.

ARLINGTON COUNCIL ON ALCOHOL AND DRUG EDUCATION



Established by the Board of Selectmen in 1978, the Arlington Council on Alcohol and Drug Education reaffirmed for the sixteenth year its commitment to reduce the incidence of substance abuse in the town. The main thrust of the Council's work continues to be directed in the schools as the use and abuse of alcohol and other drugs among youth remains one of critical concern in the

community.

This year marked the fifteenth year since the Council recognized peer education as an exciting, productive, and cost-effective way to teach young people. The Alcohol Awareness Peer Leadership Program trained eighty-five Arlington High School juniors and seniors for fourteen weeks which prepared them to teach four classes to 550 fifth and sixth graders in the Arlington Public Schools.

The topics addressed during the four days were: Facts on Alcohol and Other Drugs, Peer and Media Pressure/Trust Building, Decision Making Skills, and Self Esteem. On the fourth day, the elementary students received certificates for completing the program. The senior peer leaders received framed certificates on Senior Awards Night. They also received program certificates from Thomas Reilly, District Attorney of Middlesex County.

Arlington High School celebrated its tenth anniversary of Students Against Driving Drunk (SADD) with a special assembly for students, staff, and invited guests. The celebration featured Robert Anastas, founder of SADD, who had spoken at the kick-off celebration for SADD in 1983.

SADD club members participated in a variety of activities during the school year. They sold key chains and bumper stickers at a SADD booth on Town Day; the proceeds will defray the cost of providing SADD Prom '94 key chains for juniors and seniors. SADD observed the holiday season by attaching red ribbons to information cards which were distributed in school and at school sponsored events. Drivers were asked to tie the ribbon to their cars as an indication of their support for reducing drunk driving accidents.

For the tenth year, a four-day alcohol and other drug education program was presented by Freedom From Chemical Dependency (FCD) to all freshmen at Arlington High School. Three instructors from FCD discussed substance abuse issues and problems. The instructors helped students to recognize early signs of dependency and understand that it is a treatable disease which will enable them to understand the possibilities of a drug and alcohol free life. The FCD instructors who conduct the sessions are all recovering alcoholics or former drug users. The total cost of the program is \$5,000. This amount also included a similar program presented by FCD to all seventh graders in March. Symmes Hospital generously donated the entire sum. The Council is most appreciative of their donation and support of our work.

The Arlington Student Assistance Program (ASAP) continued for the third year at the high school. ASAP is a comprehensive, joint school/community effort which provides help for students who are experiencing problems that may be adversely affecting school attendance, academic achievement, and school conduct. Teachers are being encouraged to communicate observable behavior that may indicate a student needs help by completing an ASAP Referral Form which is forwarded to the ASAP Intervention

HUMAN RESOURCES

Team. The four-member teacher team has been professionally trained to assist students and parents by responding to the referral and making a recommendation on how the problem can best be addressed. Parents are also encouraged to make referrals if they suspect their son or daughter is in need of help. Students may utilize the program to help a friend in need. All referrals are confidential.

Upon the close of its third year of operation at the high school, ASAP received fourteen referrals this year from teachers, parents, and students. Issues addressed included substance abuse, sexual harassment, eating disorders, depression, and a runaway.

The Council worked in conjunction with the Guidance Department and the English Department at Arlington High School in presenting workshops on depression to all sophomores. After training thirty peer leaders from grades eleven and twelve, the students then informed and led discussions on the symptoms, causes, and remedies of normal depression and serious depression, including suicide. The suicide rate among the 15-24 age group has risen dramatically in recent years. Depression and suicidal tendencies often lead to alcohol abuse.

In an effort to address the serious problem of teenage drinking during the prom season, special assemblies were held just prior to the senior and junior proms.

For the junior assembly, Emergency Nurses CARE (Cancel Alcohol-Related Emergencies) presented a program which underscored the tragic consequences of drinking and driving. Emergency room nurses narrated a slide show which described the physiological effects of alcohol, the nature of the injuries caused by drinking and driving, and the medical treatment and care of surviving victims. Students saw pictures of families trying to cope in hospital quiet rooms with the news of an injured or dead loved one. Students sat spellbound during the presentation.

Seniors had the opportunity to hear the story of someone who had been incarcerated for vehicular homicide. The speaker spoke with much emotion describing how he had killed his best friend since childhood while driving drunk, causing immeasurable pain to both their families. In addition to his jail sentence, he lost his license to drive for ten years.

Students were informed at both assemblies of a special prom hotline. Students could get a safe ride home by calling a hotline which was operated by parent volunteers who answered the phones and dispatched drivers. The hotline was established through the Arlington Youth Consultation Center (AYCC) in 1982. All calls were confidential.

Recognizing the need for parents to receive prevention education, the Council for the second year published three issues of the AHS Parent Newsletter which was sent to parents, teachers and administrators at the high school. Each issue devoted between three to five pages to

information on programs being implemented at the high school for students and parents. A two-page, updated list of support groups for alcohol and other drug problems was included in one of the issues.

At the elementary school level, the Council received a \$5,000 Drug Free Schools Discretionary Grant which enabled seventeen elementary teachers to attend a three-day Substance Abuse Prevention Workshop in July. The main goal of the workshop was to provide teachers with the necessary development of teaching strategies and information needed to implement two prevention curricula in their classes. The teachers reviewed lesson plans, previewed videos and discussed implementation strategies. They also had the opportunity to examine personal attitudes, share feelings and concerns in small group settings, and discuss the special needs of children from chemically dependent homes.

The Council continued to conduct substance prevention programs for grades K-6 classes in all seven elementary schools. Arlington Public Schools received a \$112,075 Health Protection Grant through revenues generated from a twenty-five cent increase in the state tax on tobacco products. The Council submitted four proposals and received \$7,300 in funding for the following four programs: parent newsletter, student assistance program, substance use survey, and training workshops for elementary teachers.

For the sixth year, Arlington received a Drug Free Schools and Communities Grant in the sum of \$26,490. Drafted and administered by the Council, the grant allocated \$20,602 for the continuation of its work in the schools. The remaining \$5,888 provided consultation and education for the following private and parochial schools located in Arlington: Arlington Catholic High School, Ecole Bilingue, Germaine Lawrence School, St. Agnes Grammar School, and the Dearborn Academy/Schools for Children.

PARK AND RECREATION COMMISSION

After years of discussion and abandoned plans, the Spy Pond Park Improvements (Phase I) have become a reality. The many visitors to the park appreciate the realigned Pond Lane roadway, the orderly parking, the defined walkways, the colorful new playground--all in close proximity to the shores of Spy Pond. The results are a fine example of thoughtful community participation and a particularly timely project following the opening of the abutting bikeway.

Community Development Block Grant funds enabled this project as well as the renovation at the Florence Avenue Playground and the completion of the new playing field at Hill's Hill. Planning for renovations at Magnolia Playground and Poet's Corner Playground are currently underway.

In March, the Sports Center Improvement Committee hosted a hockey game to raise funds to construct a concession stand and first aid room at the skating rink. The concession stand opened in October.

The Park and Recreation Commission took an active role in the Ad Hoc Committee convened by the School Committee to assess the Stop & Shop superstore proposal as it relates to the high school practice field and other athletic needs.

In the pursuit of strategic open space additions for the Town, negotiations continue for the acquisition of property at 44 Grove Street abutting Wellington Playground. In concert with the Conservation Commission, the Park and Recreation Commission urged the acquisition of the Reeds Brook site to be maintained largely for open space and recreation purposes.

In anticipation of developing a master plan for improvements and renovations of the Town's recreation facilities, the commissioners have undertaken the inspection of all park areas. Also on the agenda for the coming year is the design of Phase II of the Spy Pond project, which would include the continuation of the path system, new plantings, and possible parking improvements. A top priority for the Commission will be the landscaping and restoration of Menotomy Rocks Park upon completion of the Hill's Pond project.

EDUCATION AND LIBRARIES

LIBRARY DIRECTOR AND BOARD OF TRUSTEES

The most significant activities of 1993 revolved around the construction project. The 24,000 square foot addition to the Robbins Library was completed in July and opened to the public. Work then began on the final phase of the project, the renovation and restoration of the original 1892 building.

Construction Project

Work which began on the new addition in January 1992 continued during the winter and spring of 1993. Library staff and the public experienced uncomfortable conditions due to overcrowding, noise, odors, dust, and erratic heating. Library administration and trustees are grateful to the staff for their positive attitude and to the public for their understanding during this difficult time.

The staff and administration worked very hard organizing the move from the old building into the new addition. The library was closed for two weeks to accommodate the move and to clean the book collection which had become dusty despite efforts to protect the collection during the construction of the addition. Thirty-eight volunteers joined library staff to shelf read the entire collection once it was moved into the new addition and to replace covers on well-used titles.

Over 250 citizens attended the informal open house on July 19 to celebrate the opening of the new addition. Public response to the new facility has been overwhelmingly positive and enthusiastic. Citizens have enjoyed the comfortable surroundings, the provision of adequate study space which accommodates 231 people at both study tables and carrels, the individual study rooms, the air conditioning, and the pleasant view of the Robbins Memorial Garden. Until the building project is completed, the entire collection must be housed in the new addition as well as in temporary locations. Library services continue to operate from four different buildings: Adult Reference and Circulation Services from the Main Library, Children's and Branch Services from the Fox Library, Technical Services from the Dallin Library, and Administration from the Whittemore-Robbins House. The old Junior Library wing is serving as the temporary entrance and houses the Circulation Desk until it can be relocated in the original building once the project is completed.

The \$6.7 million project is funded by a \$3.3 million state grant administered by the Massachusetts Board of Library Commissioners, \$3 million from municipal funds and the balance from private fund-raising. The project is under the direction of the Permanent Town Building Committee. The Library Director works closely with the Committee and represents the Town at the weekly construction meetings with the architects, clerk of the works, and contractor.



Robbins Library amid construction. Photo courtesy of Margaret H. Spengler.

It is anticipated that the project will be completed in the spring of 1994. Children's Services will then move back to the central facility and be located on the lower level which opens onto a patio. A community room on the lower level will accommodate 100 people for meetings and children's library programs. Reference Services will remain on the first floor and fiction will be shelved in the old Junior Library wing. Non-fiction, paperbacks, large print books, and administrative offices will be located on the second floor. The third floor will house more non-fiction and the audiovisual collection. The local history collection will be located on the fourth floor in a climate controlled room.

Services

Over 130 programs for children drew an attendance of 6,264 people. This was a slight decrease over last year due to the loss of a children's librarian for six months. The summer reading program had 1,024 participants who read more than 18,000 books. A new Head of Children's Services was hired in September and the previous level of programs to children resumed. Other services to children included graded booklists, special science curriculum kits, and a variety of performers and speakers. The library was fortunate to be able to offer several instructional and creative hands-on programs financed by the Anne A. Russell Children's Educational and Cultural Enrichment Fund.

Library use remained high despite the problems associated with the construction project. The Main Library and Fox Library circulated over 391,000 items to the public in 1993. Robbins Library circulation remained among the highest in the Minuteman Library Network. Library staff answered over 56,000 reference questions and interlibrary loans continued to increase. The demand for reference assistance has been so high since the addition opened that

two reference librarians are frequently needed on the Reference Desk which impedes accomplishing necessary off desk duties. The closing of the outdated card catalog still requires staff to spend additional time with patrons until they become familiar with the automated system.

Library staff continued with regular activities performed in previous years. More than 11,678 books and audiovisual materials were selected, ordered and processed for the collection. Collection development of the audiovisual collection was undertaken, augmented by generous donations from the Friends of the Robbins Library and Robbins Library Trust Funds. Staff continued to participate actively in the many committees and task forces of the Minuteman Library Network as we try to improve efficiency and services and remain knowledgeable about information technology.

New services offered this year included a new version of the public access catalog which provided enhanced searching techniques. The library, in conjunction with the Minuteman Library Network, offered First Search and Internet access which enable the Reference Librarians to search databases world-wide. In December patrons began placing their own reserves in the automated system, which allows patrons more independence and may even be done from home via the dial-in service which has been available for more than a year. In November, the library, with the assistance of two volunteers, reinstated Bookends, the library newsletter.

Staff

Two staff members in the Technical Services Department celebrated over twenty-five years of service to the library this year: Loretta Mahoney with thirty years and Stella Shen with twenty-five years.

Donations

Children's Services continued to benefit from the Anne A. Russell Children's Educational and Cultural Enrichment Fund which was established in 1992 by former resident Gordon Russell in honor of his mother. Mr. Russell specified that the income from this fund be used by the Board of Library Trustees to enable services and programs above and beyond what is normally appropriated by the Town for children's library services. Services funded with this trust included puppet making workshops and puppet show, storyteller, mask making workshop, library packets for all children entering Arlington kindergartens, "Australian Afternoon" and "A Child in Korea" program. The Trustees have adopted a multicultural theme for fiscal year 1994.

As in the past, library trust funds and Friends of the Library donations are used to finance materials and services which cannot be afforded with the municipal budget. Trust funds were used for books, language tapes, compact discs,

videocassettes, children's programs, and staff development. The Friends of the Library purchased books, videocassettes, book cassette kits for children, audiocassettes, and passes for seven museums.

Arlington residents and organizations as in the past were most generous to the library through donations of books, videocassettes, monetary contributions and memorials. The Board of Trustees and staff are grateful for these donations and regret it is not possible to list each individual donation in this report.

Volunteers

In 1993, volunteers donated 2,099 hours to the Robbins Library and the Fox Branch Library. If these workers were paid \$5.00 per hour, the Town of Arlington would have spent \$10,495. Twenty-eight dedicated volunteers came to the library each week to perform tasks such as data entry, inventory, home delivery, book mending, shelving and shelf-reading of books. The staff and Trustees of the library are indebted to: Bedia Ahmad, Steve Barkin, Peter Barran, Neil Berman, Susanne Blair, Beverly Brinkerhoff, Anne Buttner, Justin Cusce, John Flaherty, Joan Gross, Kay Gryniewicz, Mary Gryniewicz, Susanne Hilton, Alison Howe, Dexter Hunneman, Dorothy Jones, Jean LaFrance, Joanne Landon, Anne Lees, Mary Muldoon, Jennifer Quan, Laura Reiner, Ave Rongone, Kate Sanborn, Phyllis Stevens, Jay Sullivan, Angela Winsor, and Florence Wilson.

Additional volunteers worked on the library move in July: Roy Bercaw, Jan Blodgett, Maura Carney, Belinda Chu, Teri Chu, Eleanor Deady, Margaret Gean, Kim Haase, Jeanne Hogman, Sue Hough, Josephine Keefe, Helen Krikorian, Muriel Lockwood, Ann McCourey, Diane Malen, MaryKay Martynuk, Nashid Matteen, Kelly Miller, Steven Mirabella, Mary Muldoon, Bob Newby, Elizabeth Penny, Laura Reiner, Wayne Ritemour, George Rogers, Lee Rogas, Ave Rongone, Alice Seelinger, Nancy Smallenberger, Sidney Smith, Paula Spencer, Dave Stern, Maude Thompson, Robin Watkins, Arthur Wilding-White, and Mary Ann White.

Other volunteers worked at the annual Friends of the Library Book Sale on Town Day: Colin Blair, Susanne Blair, Ethan Cole, Jonathan Cole, Anne Marie Gallagher, Kay Gryniewicz, Mary Gryniewicz, Nancy Hildebrandt, Susanne Hilton, Katherine King, Muriel Lockwood, Alice McGinty, Susan Matheson, Vicki Mirabello, Robin Pickray, Jack Reymonds, Kate Reynolds, Roy Saroj, Leah Schmidt, Maude Thompson, Barbara Wagner, and Wendy Watson.

Volunteers help the library to offer quality services to the public and we are extremely grateful for their hard work. A recent study of several neighboring towns indicates that Robbins Library maintains one of the most active volunteer programs.

EDUCATION AND LIBRARIES

Looking Forward

The renovation and restoration of the original 1892 building should be completed in the spring of 1994 and citizens will be able to enjoy the benefits of the completed facility twice the size of the original. This increase in space and the updated ventilation and heating system will require a substantial increase in funding for utilities. Adequate staffing must also be maintained if residents are to continue to receive quality information and children's services. The demand for audiovisual formats has changed in recent years from long playing record albums to videocassettes, audiocassettes and compact discs. Limited funds have prohibited the library from meeting the requests of the public to significantly increase our audiovisual holdings. The Board of Library Trustees would like to increase the budget for books and audiovisual materials and expand hours to include Sundays. Library administration will also continue to budget for advances in information technology. These financial needs will require library and town officials to prioritize future services in these times of fiscal constraint.

ARLINGTON PUBLIC SCHOOLS

The Arlington Public Schools are among the leaders in proposing and implementing programs which have brought external funding as well as local support. As a comprehensive school system, a wide variety of curricula suited to a broad range of learning styles and experiences are still offered to meet the demands of the students who graduate into a competitive, highly technological world. As a community with a range of socioeconomic and educational levels, as well as different ethnic backgrounds, cultural diversity has been stressed as a part of the curriculum and everyday life and activities in the schools. The tradition of excellence, long recognized in Arlington, is evident by staff commitment, parental involvement, supportive management and community involvement to ensure that the students receive a sound education at all levels.

With the annual election held on March 6, incumbent Carolyn Simmons was re-elected and Barbara Goodman and Martin Thrope were elected to three-year terms on the Arlington School Committee. At the organizational meeting of the School Committee, which takes place on the Monday following the annual election, Katharine Fennelly was elected chairperson, Barbara Anglin was elected vice chairperson, and Janice Bakey was elected to the position of secretary of the School Committee. Public participation at School Committee meetings varies depending upon the agenda items and the number of other scheduled events in town which interested citizens attend. The public is welcome to attend and public participation is encouraged at the beginning of each meeting. The Committee met on the second and fourth Tuesdays of the month during the

months of September through June. Other meetings are called as needed throughout the year and during the summer months. As the policy making body of the school department, the Committee faces challenges each year, especially in the preparation of the fiscal year budget and the setting of fees.

The 1992-1993 year brought some important topics, programs and activities forward for discussion, including the following:

- The continued meetings of School Facilities Assessment Committee to complete planning related to a nine school renovation project before transitioning duties to the Permanent Town Building Committee.
- Vote of the School Committee on October 12, 1993 to continue seven elementary schools and begin renovation of the Ottoson Junior High School building.
- Completion of a comprehensive study of the School Facilities Assessment Committee to meet the needs of the school system for the next twenty to thirty years. The firm of Strekalovsky & Hoit, Inc., from Hingham, MA submitted a School Facilities Master Plan. Town Meeting voted an article authorizing renovations of the Ottoson Junior High School building to become a middle school and the initial steps toward renovation of seven elementary schools and the high school over a ten-year period.
- Involvement and support of the Vision 2020 Committee.
- Recommendation of the Elementary Science Curriculum Committee, voted by the School Committee, to contract with W. Alton Jones Environmental Center in Rhode Island for the fifth grade Outdoor Education Program beginning in the spring of 1994.
- Continued development and implementation of a comprehensive health curriculum through new funding under the Health Protection Grant.
- Continued implementation of an early release program for staff development.
- Implementation of School Reform Legislation signed by Governor Weld on June 18, 1993.
- Evaluation of various curricula.
- Participation on various town-wide task forces.
- Discussion of cable television coverage for School Committee meetings.

The Arlington School Committee also meets in subcommittees. Less formal in nature, the subcommittee structure allows for in-depth review of programs, staffing services and special issues. The work of the subcommittee is important in fulfilling the goals of the School Committee which include responsive leadership, openness, and representation of constituencies. The subcommittee meetings are posted and open to the public with an agenda published in advance. Recommendations are made to the full School Committee for a vote or further study.

EDUCATION AND LIBRARIES

The Class of 1993 at Arlington High School was no exception to the tradition of excellence established by previous classes. The post secondary placement record, cited above, is an indication of the level of motivation and determination of the students to pursue educational or work opportunities following graduation. A large percentage of students still selected four year colleges and universities. Many students selected competitive schools outside of the New England area.

ARLINGTON HIGH SCHOOL - CLASS OF 1993 Student Placement

Post Secondary Education

Colleges and Universities	173	76.5%
Junior Colleges and Business Schools	24	10.7%
Technical & Nursing Schools	3	1.3%
Preparatory Schools	2	.9%
Post Graduate Schools	2	.9%
Sub-Total	204	90.3%

Other Placements

Military Service	3	1.3%
Work	14	6.2%
Unclassified	5	2.2%
Sub-Total	22	9.7%

Number of Graduate Responses

	226	100.0%
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American Education Week, which was celebrated in October this year, was very successful. For an entire week, exhibits, presentations, activities, plays, demonstrations, programs, and lessons are planned for parents and the citizens of Arlington who visited the schools. This week provides a special opportunity to visit the schools and observe the achievements of the students. Many accomplishments such as the National Honor Society, science fair, Invent America, art music programs, special plays, and musical events also take place throughout the year and merit recognition by parents and the public.

The end of the 1992-1993 school year brought many changes in personnel. The school system marked the very sad and untimely death of Mr. Vito Sammarco, Principal of Brackett School, on May 5, 1993. Mrs. Madeline Powers was appointed Acting Principal.

The schools also had an unusually large number of retirements, due in part to the Town Meeting's vote in June allowing School Department employees to participate in an Early Retirement Incentive program offered by the Town in conjunction with the state Education Reform legislation passed on June 18, 1993.

The following staff members retired: Joan Warren, Frank Propp, Aroxy Mesropian, Frances Florencourt, Jean Doe, Elizabeth McAvinnue, Alice Haveles, Arlene Ryan, Nancy Etter, Donald Manning, Marcia Llewellyn, Roberta Terwilliger, William Croke, Mary McDonough, Renato Civilli, Janet

Pacino, William Leonard, Charlotte MacDavitt, Gladys Medzorian, Jane Bresnahan, Ralph McClearney, Fred Maloof, John Lennon, Gladys Perkins, Barbara Walsh, Harry Meserve, Janes Bean, Barbara Keeffe, Winnifred Wohllebe, Nicholas Ferentinos, Marie Brady, Eileen O'Connell, Lake Bobbitt, Gladys Ayvazian, Ruth Gordon, Mary Fitzgerald, Patricia Maher, Phyllis McGurl, Eileen Pelrine, Lois Roy, and Mary White. Their dedicated service to the students and community is appreciated. Their years of public service, their unique skills and abilities and their impact on youth will be remembered.

On August 17, 1993, the School Committee voted to terminate the contract of Superintendent Walter A. Devine. Mr. Devine completed his duties on December 30, 1993. A search for a new superintendent was begun by the School Committee working with Future Management Systems, under its President, Mr. Lyle Kirtman.

Despite difficult budget constraints, the Arlington School Committee enters each fiscal year with determination to continue to offer high-quality programs and services and to provide the resources necessary to fund these services. The support of the community is appreciated and acknowledged. Without the School Committee, staff, administration, support personnel, and community working together, the children of Arlington could not receive the high-quality education, services, and programs that they deserve.

MINUTEMAN REGIONAL TECHNICAL SCHOOL

Minuteman Tech is proud of its record of providing high school students with the skills they need to be successful in college and in the work force and providing adults with the lifelong learning so essential to their career success. The United States Department of Education recognized this excellence by naming Minuteman Tech's Electromechanical Manufacturing Technology and Biomanufacturing Technician Training programs as the most Outstanding Vocational Education programs in the northeast area of the United States. Minuteman's Biomanufacturing Technology program which enjoys a 100% placement record was also designated the number one training program in the area by the Massachusetts Biotechnology Research Institute and the Massachusetts Biotechnology Council. The first high school graduates of the program are currently studying biotechnology at the University of Massachusetts at Lowell.

In 1993, twenty-three Minuteman staff members were trained in the use of a new Total Quality Management (TQM) curriculum for students. By June of 1995, every student receiving a diploma will have completed the entire curriculum. This will make Minuteman Science-Technology High School one of the first schools in the nation to graduate students ready to use TQM procedures in business and industry.

EDUCATION AND LIBRARIES

Results of the statewide curriculum testing program issued late in 1992 showed Minuteman Tech students scoring above students from all other technical schools in the state in all areas tested. These included reading, mathematics, science, and social studies.

In June, 1993 Minuteman Tech was notified that its Automobile Technician training program had earned Master certification from the National Institute for Automotive Service Excellence. This is the highest level of achievement recognized by the institute and indicates that all eight areas in the program meet strict industry standards. In his congratulatory letter, ASE President Ronald H. Weiner said, "Many educational institutions strive for this certification, but only a small percentage achieve it."

In recognition of the school's outstanding Auto Body Repair program, the DuPont Company asked Minuteman Tech to provide state-of-the-art training for 110 paint technicians in the Boston area. In return, the company donated \$26,000 in equipment, computer software, and training materials to Minuteman Tech and gave a group of students and staff members a three-day intensive training session at the National DuPont Training Center in Lionsville, Pennsylvania.

At the New England Flower Show, Minuteman Tech Horticulture students continued their eight-year unbroken record of winning blue ribbons and medals for the excellence of the exhibits they design and build. A group of Minuteman Tech Culinary Arts students planned, cooked, and served an elaborate gourmet meal to win first prize in Newbury College's 1993 High School Exposition. One student spent forty hours creating an elaborate cake which won first prize in the American Culinary Foundation's Best Cake of New England Competition.

Nineteen Minuteman Tech students won medals in the 1993 state Vocational Industrial Clubs of America (VICA) Skill Olympics. Five students won gold medals: Post-graduate Michael Carey of Arlington in Air Conditioning/Refrigeration, Tasha Sevland of Arlington in Child Care, and junior Eric Anderson of Arlington in Auto Body Repair. Eric Anderson went on to win the silver medal in the national VICA Skill Olympics held in Louisville, Kentucky.

The head of Minuteman Tech's cosmetology department, was selected to receive a state Multicultural Achievement Award for 1993 in recognition of the work she is doing at Minuteman to help students of different races and cultures understand and work in harmony with one another.

Minuteman Tech's Child Care Center Director was appointed Commissioner of the National Academy of Early Childhood Programs. The Academy is a division of the National Association for the Education of Young Children, the largest organization of early childhood professionals in the United States.

Minuteman Tech's 1992-1993 tennis and softball teams were Commonwealth Conference champions. The varsity

baseball team qualified for the Massachusetts state tournament. Eric Anderson of Arlington was named the league's "Most Valuable Player" in baseball, and Kristen Daley of Arlington was named the league's "Most Valuable Player" in softball. The school's varsity soccer team also won the 1993-1994 Commonwealth Conference championship.

Again during 1993, middle school teachers and students from all Minuteman Tech district towns were invited to spend a day in Minuteman's technology labs building robots and learning about careers in technology. Students from Arlington, Belmont, Carlisle, Dover, Lexington, Lincoln, Needham, Sudbury, and Wayland took advantage of this opportunity. During the summer of 1993 students and teachers from Arlington, Bolton, Dover, Carlisle, Concord, Lexington, Lincoln, Needham, and Sudbury accepted the invitation to spend a week participating in a National Science Foundation funded technology manufacturing seminar at Minuteman Tech. The Concord, Carlisle, Lincoln, and Sudbury middle schools have now joined those in Bolton, Lancaster, and Stow in taking advantage of a Minuteman Tech program which sets up Technology Learning Centers in middle schools to help students become better acquainted with technology.

CULTURAL AND HISTORICAL ACTIVITIES

ARLINGTON ARTS COUNCIL

The Arlington Arts Council had a busy and productive 1993. At meetings throughout the year members focused their attentions on a variety of goals and were successful in achieving some. Among the Council's concerns this year have been attempts to increase visibility and to promote a greater understanding of the function within the community; to recruit more voting and associate members; to streamline the Arts Lottery grants cycle process in order to avoid overly long meetings or applicant presentations; and to better advise grant applicants on submitting a successful application. Council members also observed and discussed with interest the proceedings of Vision 2020 and its efforts toward forming an Arlington Cultural Commission.

In 1993, the Arlington Arts Council accepted the resignation of two associate members and one voting member. One voting member changed her status to associate and one new recruit was elected to voting member status. New officers assumed the responsibilities of the vacated positions. Mark Weltner was elected Chair to succeed Greta Harris, who became an associate member at that time. Jill Aszling was elected Vice Chair and retained her position as Cycle Secretary.

The Arts Council files were moved to their new home in the attic of the Jefferson Cutter House, where they will be more accessible for general reference. Council members also voted to accept revised bylaws as drafted and proposed by member Christine Deshler.

In May, the Arts Council sent a letter signed by all members to the School Committee stating its support for all arts programs in the Arlington Public Schools, and expressing concern that any such programs might be threatened by budgetary cutbacks. Member Pat Tassone presented the Gideon Cohen Memorial Art Award on behalf of the Arts Council at Arlington High School Awards Night. Members and associates participated in the Arlington Arts Center's annual "Heart of the Arts" festival, with the special help of Nancy Crasco, an officer of the Arts Center and an associate Arts Council member.

The Arts Council voted on a mutually acceptable finalization of its collaboration with author/editor Oakes Plimpton on the book Stories of Early 20th Century Life in Arlington. As Mr. Plimpton has begun to realize returns from book sales, completion of this project includes payment to the Robbins Library and to the estate of John Crowley for their participation in the book's publication.

In August, Council members voted to approve new Arlington Arts Council Guidelines for grant applications as revised and proposed by members Mark Weltner, Jill Aszling and Carol Mahoney. In addition, a new informational brochure, prepared by members Patricia O'Donoghue and Jill Aszling, was presented to the Council. This brochure was distributed in September at Arlington's Town Day and in October at the Council's Community Input Meeting.

A very successful Community Input Meeting was held also held in September. At this meeting, Arts Council members conducted an informational workshop on how to complete a successful Arts Lottery grant application.

Following the grants deadline of October 15, the Arts Council hosted two presentational meetings for grant applicants. Both meetings, which were held at the Jefferson Cutter house, were well-attended and proceeded apace. The applicants were divided into two groups in order to prevent one long and over-crowded presentation.

Council members met frequently in November to discuss and vote on distribution of state Arts Lottery funds to local grant applicants. For the 1993/1994 Arts Council funding cycle, the Council was approved to receive \$12,315 from the Massachusetts Cultural Council, to which the Arts Council was able to add \$356 in local revenues for a total of \$12,671 available for grant expenditures. Thirty-six individual/institutional grant applications were received, requesting a total of \$30,198; twenty applications were approved for partial or full funding in the amount of \$11,152. Seven PASS applications were received, requesting a total of \$2,525.65; three were approved, the amount totalling \$1,518.65. At the Council's annual elections held late in the month, Jill Aszling was elected Chair and Mark Weltner was elected Vice Chair/Cycle Secretary.

The annual "Holiday Celebration", sponsored by the Arlington Arts Council and hosted by Mark Weltner, was held on December 17. Santa Claus greeted arrivals young and older at Town Hall. All enjoyed performances by students of Frances Cavicchio Kotelly's Dance Academy, Inc., the Patterson Chorale, and troubadour Josefina Bosch. Following a rousing round of carols, accompanied by Arlington High School band members under the direction of Pat Tassone, audience members and performers alike enjoyed refreshments and welcomed the start of the holiday season.

The Arlington Arts Council seeks to add more voting and associate members to its ranks in 1994. With a reduced member list, the Council finds it difficult to accomplish many of the projects it would like to undertake. In addition, the Council would like to continue refining its grants application process and to make the process a more inviting experience for a wider group of local residents in order to broaden its support for and participation in community and school activities. Finally, the Arlington Arts Council hopes to enlarge upon its current level of collaboration with the Arlington Center for the Arts.

CULTURAL AND HISTORICAL ACTIVITIES

ARLINGTON HISTORICAL COMMISSION

Raymond Lum and Beth Cohen continued to serve as co-chairs. Other members are Robert Botterio (appointed in 1993), Jane Becker, Meriwether Rhodes, Marlene Alderman, and Gayle Kiely. The Commission membership brings together a wide range of talent and experience, including a lawyer, a real estate agent, a contractor, a librarian, an architect, and an historian. Various members serve also as members of the Historic District Commissions and the Arlington Preservation Fund. The Historical Commission and the Historic District Commissions hold two joint meetings each year.

This year, the Arlington Historical Commission continued to meet its responsibilities in planning and in identifying and protecting the historic assets of the Town. The Commission has worked closely with the Department of Planning and Community Development and the Arlington Redevelopment Board on several matters. The Permanent Town Building Committee brought before the Commission a proposal to expand the light well in the library addition. The Commission rejected the proposal because of the adverse effect such an expansion would have on the Robbins Memorial Garden that abuts the library. The Commission reviewed, modified, and then approved changes to the exterior of the Town Hall to make it handicapped accessible, and approved a new window scheme for the Town Hall annex. Although the interior of Town Hall does not fall within jurisdiction, the Commission did make several suggestions that the architects have accepted, including documenting the interior of the building before any changes are made, and storing for future town use any elements removed as part of changes.

Following a public hearing, the Commission disallowed a permit issued to Mr. John Mirak for the demolition of a house at 48 Mystic Street, thus delaying the demolition for one year while both Mr. Mirak and the Town sought alternate uses for the structure. After one year, no feasible alternative could be found and, as the Commission's one-year moratorium on demolition had expired, the building was razed.

The Arlington Redevelopment Board brought before the Commission Mr. Richard Sacco's application to alter the marquee on the historic Regent Theatre as part of a plan to turn the theater into a commercial gym. Working with Mr. Sacco and his representatives during a public hearing, the Commission voted that any changes to the marquee must be accompanied by a full restoration of the facade of the theatre. No further work was done on the exterior of the theatre, and it has since been announced that the Regent will become a legitimate theatre. The Commission continues to monitor the situation there to ensure that any plans for the exterior are submitted for review and approval.

Mr. David Formanek sought the Commission's assistance

in his efforts to thwart the state's planned demolition of two railway overpasses at Park Avenue and Lowell Street. The Commission was able to assure Mr. Formanek that the two overpasses were listed in the Town's inventory of historically significant structures, information that he used successfully, in conjunction with the efforts of other people, to get the state to change its position on the demolition.

The Commission continues to administer the restored rooms of the Whittemore-Robbins House, which is open to the public several times a year. On Town Day, more than two hundred people toured the house and viewed a video on the Robbins sisters. In 1993, the Department of Planning and Community Development accepted the Commission's request for a feasibility study to be conducted on the possible use of the house as a function hall for weddings and the like. The house is greatly underutilized and renting it out for functions would generate significant income for the Town while providing local residents with an ideal setting for functions in an historic atmosphere surrounded by both gardens and ample parking.

The three architectural surveys published by the Commission continue to sell briskly, both at Town Day and at local book stores. One of the three volumes is now out of print. The text of that volume is being reviewed carefully by several persons, and will be reprinted as soon as the reading is completed and any necessary changes are made to the text. The Commission has been adding to its coffers to enable that volume to be reprinted.

Another undertaking of the Commission, begun in 1993 and not yet completed, is the expansion of the Town's inventory of historic structures. All members participated in a full-day walking tour of Norfolk and Gray Streets, during which numerous houses were photographed as a basis for the expanded inventory. Those structures not now within the inventory are not protected by inclusion in the inventory. The Commission hopes to engage the services of a professional researcher in the spring.

The Commission plans to meet with the Chair of the Redevelopment Board and the Building Inspector to work out a clear procedure whereby applications for exterior work on any structure within the inventory will be sent to the Commission automatically on forms that clearly define the proposed work. In conjunction with this, the Commission will be sending letters to the owners of buildings now within the inventory stating the historic restrictions on changes to their properties. The Commission will also inform the owners of the services available in helping them to document the historic nature of their buildings.

The Commission has engaged the services of a secretary/treasurer to help in the large amount of work that cannot be handled solely by the volunteer Commission members.

Members of the Commission serve on various subcommittees and frequently represent the Commission at Town Meeting, at meetings of the Board of Selectmen, the

CULTURAL AND HISTORICAL ACTIVITIES

Zoning Board of Appeals, and at other meetings. The Commission hopes to reactivate its group of Associate Members in the coming year and to tap into its talents and energy to assistance in implementing its goals.

ARLINGTON HISTORIC DISTRICT COMMISSIONS

For Arlington's five Historic District Commissions, 1993 was a year of normal activity in applications, continued enforcement issues, and preliminary plans for extending historic district protection to neighborhoods adjoining present districts.

There were seven hearings on applications for certificates of appropriateness and two for certificates of non-applicability. Such certificates are required when an exterior change is proposed to any property in one of the districts. Five were in the Mt. Gilboa/Crescent Hill District and four in the Pleasant Street District.

A Broadway case was the most dramatic of several instances where a property owner proceeded with exterior changes without first seeking the appropriate certificate from the Commission. As a result, the owner was required to replicate, at considerable expense, a pair of antique doors which had been removed and destroyed in the remodeling project. A similar case occurred in 1992, when an owner was required to replace vinyl windows with wooden ones, the originals having been removed without permission.

While all exterior work requires Historical District Commission approval, some such work does not require a building permit. In addition to working cooperatively with the building inspector, the Commissioners are developing a better system of notification to property owners, and have designed a new brochure for distribution.

The Commissioners were given additional enforcement authority through passage of a bylaw establishing a ticket and fine system. This was approved by the 1993 Annual Town Meeting; but due to the typical delay on the part of the Attorney General's office, it did not become effective until late fall.

On a more positive note, Commissioner Robert Botterio undertook a project to establish a photographic record of all of the more than 200 buildings in the town's five districts. Costs of the supplies for the project were funded by a Community Development Block Grant.

At the request of a property owner on Avon Place, preliminary steps were taken to establish that street as a study area for future historic district protection, whether as a separate district, or as an adjunct to Arlington's original Broadway District. Avon Place, with one exception, is an intact late 19th century neighborhood, containing a number of distinctive architectural specimens of the period.

Consideration was also given to Maple Street as a natural extension of the Pleasant Street District. This short street includes several good examples of architectural types of the

third quarter of the last century, as well as a large parcel that may be subject to future development.

At the annual organizational meeting, Samuel B. Knight, Olga Kahn, and John L. Worden III were re-elected Chairman, Vice-Chairman, and Secretary, respectively. Elizabeth Schmidt continues as Executive Secretary.

Other members of the Commissions are: Andrea Alberg, Marshall K. Audin, Robert Botterio (Russell District) Beth Cohen, Steven Musselman (Pleasant Street District), Richard Sampson (Central Street District), and Lynn Sternbergh (Mt. Gilboa/Crescent Hill District).

CYRUS E. DALLIN COMMITTEE

The Cyrus E. Dallin Committee continued the restoration program to restore the sculptures of Cyrus Dallin with the "OUR CAT" completed in June. The fundraising effort continues with a calendar for 1994 featuring photographs of many of the sculptures in the Town's collection. Contributions are continually being received from many individuals of the Town and other locations.

The Arlington Cultural Council awarded a grant for the restoration of the "OUR CAT" in the amount of \$246. The Committee expended \$266 from its funds for a total of \$512 paid to the Center for Conservation and Technical Studies of Harvard University.

The major undertaking during the year was the establishment of a planning sub-committee by the Board of Selectmen in January to consider the possibility of establishing a National Art Museum to store the Dallin Collection not currently in a fixed position. The following individuals were appointed by the Board in January: James Lordan, Perry King Neubauer, Susana Forster, Marianne Teuber, and James McGough.

In July, the Committee presented to the Board of Selectmen their recommendations to establish such a museum and to name it "The Cyrus Edwin Dallin Art Museum" to be housed in the Vittoria Dallin Branch Library in Arlington Heights, which is now closed to the public. The Board did not make a decision at that time and requested the Committee to obtain additional information to assist them with their decision and to report back as soon as possible. The report is available from the Dallin Committee.

The Committee participated in Town Day again this year and had the sculpture "OUR CAT" on exhibit as well as the 1994 calendars. Approximately \$285 was received in contributions. The previous restored sculptures are still in the Jefferson Cutter House in Arlington Center. Many of them will be transferred to the library in the spring of 1994 for the grand reopening of the Robbins Library.

COMMUNITY DEVELOPMENT

PLANNING AND COMMUNITY DEVELOPMENT/ARLINGTON REDEVELOPMENT BOARD

The Department of Planning and Community Development was created by the Town Manager in 1969. Two years later, the Arlington Redevelopment Board was created at the request of the Town Meeting by a special act of the state legislature. The goal of the Town Manager and the Town Meeting was to create a Board that could work effectively to expand the tax base of the Town while ensuring that the Town remain an attractive, livable, residential community. The Board and the Department have focused their efforts on the improvement and expansion of the existing business districts along Massachusetts Avenue, in the Mill Brook Valley, and on the general improvement of the quality of life throughout the Town, while recognizing that Arlington is a predominately residential community and nonresidential development should not adversely impact its character.

The Redevelopment Board is responsible by statute as the Town's planning board for zoning, comprehensive planning, and land use development. It spends considerable time functioning as a special permit granting authority in the administration of the Town's Environmental Design Review process which was enacted by the Town Meeting in 1975 to control major development. In addition, the Board, as authorized by law, can undertake specific development projects as a Chapter 121B Urban Renewal operating agency. Four members of the Board are appointed to staggered three year terms by the Town Manager subject to the approval of the Board of Selectmen. The fifth member is appointed by the Secretary of State Office of Communities and Development. Currently three members of the Board are also elected members of the Town Meeting. All members must be residents of the Town of Arlington, and they serve without compensation.

The Department of Planning and Community Development, which is staffed by three full-time professional planners and two supporting staff, provides staff assistance to the Board. The Director serves as Secretary ex officio. This is a unique arrangement in Massachusetts since Arlington has the first and now one of the few boards which serves both as a planning board and a redevelopment authority. Through this arrangement, the Town has achieved a considerable savings in administering and operating planning and development programs. The Director is appointed by and is directly responsible to the Town Manager for planning and community development matters on a daily basis. In addition, the director has the responsibility of managing the federal Community Development Block Grant Program for the Town Manager and the Board of Selectmen. The director also serves as Executive Director of the Menotomy Weatherization Program



Mystic Street entrance to Minuteman Bikeway. Photo courtesy of Kathleen Anderson.

which receives state and federal funds to provide weatherization assistance to Arlington and the towns of Belmont, Lexington, Watertown and the cities of Waltham and Cambridge. Finally, the director represents Arlington on the Northwest Consortium group of seven communities that receives and distributes federal housing assistance funds. The Consortium members are: Arlington, Medford, Malden, Everett, Chelsea, Revere, and Melrose.

During the year, the Board has also been involved in several projects in its capacity as Planning Board and Special Permit Granting Authority. The Board was requested by the Annual Town Meeting to study the implications of public acquisition of the Reeds Brook site on Summer Street. This twenty acre parcel was used as a Town sanitary landfill from 1959 to 1969. In the mid 1980's, it was assembled by a private developer and rezoned by the Town Meeting to permit a 260 unit condominium development. Significant changes in the market place in the late 1980's resulted in the failure of the bank that financed the development and an inability of the developer to obtain financing to proceed. The mortgage is now held by the Federal Deposit Insurance Corporation. The Board is analyzing the implications of Town acquisition of the mortgage and note and perhaps title to the land. The Annual Town Meeting of 1993 authorized the Board to proceed to acquire the site.

During the year, the Board heard and acted on seven permits subject to environmental design review. Two were granted for new health clubs in existing buildings, one permitted an addition to Arlington Catholic High School, two permitted the construction of canopies at existing gasoline service stations, and one permitted the conversion of an abandoned gasoline service station to a new Hyundai car dealership.

As needs have changed in Arlington, the Board has also assumed major responsibilities for real estate management

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and development. The Board has had the overall responsibility for the disposal and/or development of surplus Town properties. The Board was responsible for directing private redevelopment of the Locke and Cutter Schools in concert with the wishes of the neighbors as well as the former Arlington Police Station on Central Street and the MBTA Power Station on Water Street. The Board also acts as landlord for the Parmenter and Crosby Schools which were transferred to the Board by Town Meeting in 1983 for a ten-year period. The Annual Town Meeting continued this arrangement for another fifteen-year period contingent on the School Committee concurrence. The Board redeveloped and now acts as the manager of the Central School and 23 Maple Street which were converted into a self-funded 30,000 square foot human services office complex and multipurpose senior center at no direct cost to the Town. The Arlington Seniors' Association, an independent, private, nonprofit organization, has been allowed to occupy the first floor of this building rent free for the last eight years. In addition, the Arlington Council on Aging, a town agency, occupies half of the ground floor rent free. This was made possible through the efforts of the Redevelopment Board which was able to rent the remaining 60% of the building at market rates. The Board also acts as landlord for the former Gibbs Junior High School and the Jefferson Cutter House recently relocated to the new Town Common. Currently, the Board supported by the Department is the fifth largest property holder in the Town with responsibility for approximately 200,000 square feet of floor space occupied by twenty tenants.

The Director of Planning and Community Development also represents the Town on several regional agencies. The Director has been a long-term member of the Metropolitan Area Planning Council (MAPC), the regional planning agency that represents 101 cities and towns in metropolitan Boston. The Director has been a member of MAPC's executive committee for fifteen years and served as Council President for two years. The Metropolitan Area Planning Council provides a regional perspective to such areas as land use, economic development, housing, transportation, and environmental quality. In addition, the Director represents the Town on the Joint Regional Transportation Committee which focuses on transportation planning issues in metropolitan Boston. The Director has represented Arlington for nineteen years and served as its chairman in 1983. Finally, the Director also serves on the Governor's state-wide Bicycle Advisory Board.

The slow period of development that has been present in Massachusetts for the last five years has continued. The news media has abounded with stories of massive real estate failures. Although Arlington has seen a number of foreclosures and bank failures, the Town has not experienced the massive vacancy rates common in many of the surrounding communities. Arlington Center continues to have difficulty as a small independent business center. The

Town has increased the parking supply, improved traffic flow and provided numerous amenities; but, unfortunately, the Center has been unable to find its niche in the regional retail marketplace. Successful investments have been made by some tenants and their landlords, but this is the exception, not the norm. We believe that a major effort at investment will have to be undertaken by the landlords and existing and/or future tenants before the Center improves. At the Special Town Meeting in the fall, the Board was authorized by Town Meeting to undertake a comprehensive study of Arlington business districts. This study is now underway, and the Board will report to Town Meeting in the spring of 1995.

The Minuteman Bikeway project which replaces the Lexington Branch Railroad that has bisected the Town of Arlington since 1846 is now complete, having been officially dedicated in November of 1993. The concept for this project began at a Redevelopment Board meeting in August of 1974. Funds for its construction were authorized by a state Transportation Bond Issue. The Interstate Commerce Commission gave its final approval in August of 1991 and the groundbreaking took place on November 26, 1991. On Saturday, October 3, 1992, Arlington and the Bikeway received national recognition as America's 500th Rail Trail conversion. Major festivities in conjunction with the 1992 Annual Town Day brought thousands of cyclists to Arlington to participate. Even when the project was not quite finished, a survey had estimated 6,000 cyclists on the trail on a Saturday. A small bicycle repair shop which opened on the Bikeway reported 1,800 customers in one day. This project, undertaken at no cost to the Town of Arlington, physically links the majority of the parks and playgrounds in the central core of Arlington. It also provides a direct linkage to the Town's largest tract of public open space--the 185 acre Great Meadows Sanctuary in East Lexington.

The Department continues to coordinate the efforts of the Arlington Mapping Commission. The Town has a cost sharing arrangement with Boston Edison, and received the first products of its efforts in the fall of 1993. This project has been a long-time effort of the Board and the Department. It will bring Arlington into the forefront of geographic information systems.

The Town has just finished the third year of a long-term goal setting process which has been labeled Vision 2020. The Department and the Board have participated with many other town officials and citizens to understand what Arlington is and where it would like to be early in the next century. The Director now serves as Co-Chairman of the Standing Committee established by vote of Town Meeting in 1992. The Annual Town Meeting of 1993 formally adopted Vision 2020's goals for the future of Arlington. These adopted goals are now being used by the Board in its corridor study now known as the Arlington Business Community Study. This effort has involved extensive participation by residents and a massive information

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gathering and distributing network. The hope is that as the project progresses, Arlington will have a greater understanding of what it is and where it would like to be in the future. This effort has provided an opportunity for all participants to think beyond the day to day budget crises that have so pervaded Town decision making during the last decade.

The efforts of the Department of Planning and Community Development and the Redevelopment Board require the capacity to listen and understand the concerns of all the Town's residents. Citizen involvement and participation is crucial. The Board and the Department require and need input from other town officials--Board of Selectmen, Town Manager, School Committee, Finance Committee, Town Meeting members, and other department heads, commissions, and citizens. The Department and the Board take pride in their ability to explain complex issues relating to land use and development in the future of the Town. The Department and the Board welcome citizen input and hope that as questions arise you will feel free to call the Department with your questions and concerns. If it appears that further discussions at a public session are necessary, arrangements can be made for those discussions at the regularly scheduled Redevelopment Board meetings. The Department and the Board welcome the opportunity to serve you, the residents of the Town of Arlington.

ARLINGTON HOUSING AUTHORITY

The Arlington Housing Authority is an independent board of five commissioners charged with providing safe, decent, and sanitary housing for eligible persons of low income. Four of the commissioners are elected to staggered five year terms by the voters of Arlington and the fifth commissioner is appointed by the Governor.

No town funds are received by the Housing Authority. All supporting funds are received from the Commonwealth of Massachusetts Executive Office of Communities and Development and the United States Department of Housing and Urban Development.

Presently the Authority owns and operates 524 units of elderly housing and 176 units of family housing in five different locations within the Town. The Authority also owns a house that provides housing for thirteen mentally retarded men and provides assistance payments for the leasing of 467 privately owned apartments throughout the Town.

A major change that is a result of Section 554 of the Cranston-Gonzalez National Affordable Housing Act is the creation of the Family Self-Sufficiency Program. The Act directs public housing agencies to use public housing development assistance and Section 8 assistance under the rental certificate and rental voucher programs. These funds must be used together with public and private resources to provide supportive services to enable participating families to achieve economic independence and self-sufficiency. All

public housing agencies receiving funds since Fiscal Year 1993 for new Section 8 rental certificate and rental vouchers and new public housing units must operate a Family Self-Sufficiency Program, which the Arlington Housing Authority is in the process of setting up.

With energy being one of the significant operating costs, the Housing Authority has participated in the Boston Edison Company/Citizens Conservation Corporation conservation programs. Approximately \$400,000 has been invested in energy efficient lighting and energy management systems with projected annual savings of 650,000 kwh or \$63,900.

ZONING BOARD OF APPEALS

In 1993, the Zoning Board of Appeals heard and rendered decisions on thirty-three petitions as prescribed in Massachusetts General Laws, Chapter 40A, The Zoning Act, and further clarified by the Town's Zoning Bylaw. Because members of the Board felt it was necessary to acquire more information regarding petitions submitted for the Board's attention, it has been necessary to have twenty hearings continued for another session. The petitions heard by the Board include variances, special permits, appeals of zoning decisions rendered by the Inspector of Buildings as well as interpretations of the Zoning Bylaw.

The Zoning Board of Appeals has three members appointed by the Board of Selectmen who in turn appoint two associate members to attend hearings when a member, or members, cannot sit for a particular hearing. All hearings are open to the public and are usually held on the second and fourth Tuesdays of the month in the Town Hall Hearing Room with occasional exceptions to this schedule. All hearings are advertised in The Arlington Advocate for two consecutive weeks and posted on the Town Clerk's bulletin board at least three weeks before the hearing date. The Rules and Regulations of the Zoning Board of Appeals are on file in the Office of the Town Clerk and in the Zoning Board of Appeals' office at 51 Grove Street.

Petitions Heard By Zoning Board of Appeals - 1993

	Granted	Denied	Withdrawn	In Process
Petitions for Variance	7	-	-	-
Applications for Special Permits	20	-	-	1
Petitions for Variance & Applications for Special Permits (combined)	4	-	-	-
Modification of Previous Decision-				
Variance				
TOTALS	1	-	-	-
	32	-	-	1

Total Petitions filed with Town Clerk - 33

Hearings continued by the Board while in session - 20

METROPOLITAN AREA PLANNING COUNCIL

Throughout the year, MAPC has been representing the interests of communities in the region on a number of critical planning issues. In August, MAPC initiated a public information process for review and comment on the Regional Transportation Plan, a long-range planning document that lays out future transportation investments in the region. Working within the Metropolitan Planning Organization (MPO) structure, along with five other agencies, MAPC participated in the development of the Plan, mandated by the Intermodal Surface Transportation Efficiency Act (ISTEA) federal legislation. MAPC's involvement in the Regional Transportation Plan resulted in a final draft that was more reflective of local needs.

Other transportation planning initiatives that MAPC participated in on behalf of its communities include coordinating local review of amendments to the Transportation Improvement Program (TIP), the State Implementation Plan (SIP) for Air Quality, and the Program for Mass Transportation (PMT).

MAPC also participated in the federally required reclassification of local roads, hosted an informational forum on the SIP, coordinated and solicited Transportation Demand Management (TDM) and transportation enhancement project development and funding, and participated in an electric vehicle pilot program to demonstrate the viability of alternative fuel vehicles in Massachusetts.

MAPC's administrative support to the eight subregions continued to provide an important coordinating link between the towns and the region. In 1993, the Inner Core subregion reviewed the Regional Transportation Plan, the Unified Planning Work Program, a Circumferential Transit Proposal, the Blue Line Extension Project, and a number of other planning initiatives currently under way in the region.

MAPC also applied for and won a Municipal Incentive Aid Grant from the Executive Office of Communities and Development to inventory under-utilized sites in the Inner Core subregion. Arlington was one of the communities to participate in this effort, the results of which were turned over to the Mass Alliance for Economic Development to use as marketing information for businesses making local decisions.

As the lead agency for the development of the Overall Economic Development Program (OEDP) for the region, MAPC brought together local officials and the region's business community to develop the OEDP priorities. In January, the Economic Development Administration (EDA) approved MAPC's OEDP qualifying the projects contained in it for public works grants from the EDA. During the year, OEDP project funding by the EDA totaled \$1.8 million.

MAPC's Data Center continued to develop and disseminate information on the communities in the region.

Last year, the Center developed a 1990 census profile of sample data for each community in the region, surveyed and compiled an inventory of vacant industrial and commercial sites for each community in the region, and developed journey to work data and population and age group forecasts for each community in the region.

Arlington responded to MAPC's outreach encouraging communities to develop pavement management programs. During the year, MAPC trained Arlington staff in data collection and evaluation of road conditions in the town. Once the information is collected, MAPC provides data input services and condition and financial analysis. MAPC continues to work with communities long after the final report, providing annual updates to the database.

PUBLIC WORKS AND ENVIRONMENTAL QUALITY

PUBLIC WORKS DEPARTMENT

Several events took place in 1993 which influenced the major restructuring of several town departments and divisions into what is now the consolidated Public Works Department. The most significant was the early retirement program which several key managers opted to participate in. Early retirement of the Director of Public Works and the Town Engineer, coupled with the prior retirement of the former Director of Properties and Natural Resources, led to the decision to consolidate all functions into one expanded Public Works Department. Another significant event which impacted the restructured department was privatizing the refuse and recycling pickup service, in which the Town awarded a contract to Browning-Ferris Industries (BFI). Effective July 1, 1993, these services are now provided by BFI.

In spite of these challenges, the restructured department has continued to operate effectively. Major long-range goals have been established to modernize our equipment, automate our management systems, and to improve and upgrade the Town's infrastructure within the resources available. The most significant accomplishments of the restructured divisions of the Public Works Department follow.

1993 Recycling Tonnage

Material	Tonnage
Newspaper	2,834
Bottles and Cans	507
Leaves	1,500

Engineering Division

The mission of the Engineering Division was unchanged by the reorganization and restructuring under the Director of Public Works. The Division continues to provide support services to various town departments, commissions, and the general public. Engineering works closely with the Water/Sewer/Highway Division, upgrading and improving the Town's infrastructure by providing preliminary surveys, designs, construction plans, field layouts, and field inspections.

Rehabilitation of the Town's water system continued with the replacement of over one mile of water main. Approximately 1,000 feet of water main was replaced on Johnson, Radcliffe, and Brookdale Roads. Almost 5,000 feet of six inch main were replaced with eight inch cement-lined iron pipe in the Mount Gilboa area. Construction plans and bid documents are underway for the 1994 phase of this program in the "college streets" area of East Arlington.

A major water main cleaning project has been taking place on Massachusetts Avenue, and by year end was about two thirds complete. Five thousand feet of main has

been cleaned and relined and another 2,000 feet increased in size. The remainder of the project will be completed in the spring of 1994, followed by a complete resurfacing of Massachusetts Avenue from Franklin Street to the Cambridge line. The water main cleaning and relining project will improve the water quality, pressure, and fire flow.

The sewer preventative maintenance program continues with the replacement of over 300 feet of cracked and misaligned pipe identified in a prior year video inspection. Another 28,000 feet of sewer was cleaned, inspected, and evaluated for future rehabilitation during the year.

In addition to the above noted water and sewer work, almost six miles of roadway were resurfaced and six miles of roadway were armor coated during the year. The Engineering Division also processed 358 permits and collected \$52,000 in fees.

The Division anticipates the same level of effort in the upcoming year, but must accomplish this without two long-time employees who retired in July--Charles Rinciari, the Town Engineer for seventeen years and an employee for thirty-five years; and Edward Walsh, who worked for Engineering for over thirty-eight years. The Division hopes to overcome a portion of their loss by investing in labor saving equipment and expanding the automated engineering data bases.

Work Performed by the Engineering Department in 1993

Building application and site plans processed, house numbers assigned, and grades checked	12
Inspection of work performed by licensed contractors	110
Inspection of trench resurfacing performed by utilities	210
Estimates, supervision, and inspection of street construction and resurfacing	18
Taking plans for storm drain, sewer, water, school, street, and park property	3
Construction lines and grades given for walk and edgestone installations	75
Preliminary surveys, estimated costs, 1992 park improvements, walk and edgestone extension and various Warrant Articles ..	32
Miscellaneous surveys for street line requests, tree locations, playground court layouts, etc.	32
Sewer, water, and storm drain extensions and rehabilitation, including construction plans	21
Final assessment plans for street betterment, sewer, water, walk and edgestone	2
Block plan and sewer plan additions and corrections	128
Permits issued for utilities and private contractors	358

Water/Sewer/Highway Division

The Water/Sewer/Highway Division was referred to as Public Works in the prior organization, and was ably led by Richard Bowler for thirteen years. Mr. Bowler elected retirement in July 1993 after thirty-eight years with the Town. His knowledge and expertise will be sorely missed, as will those of Jack Bowler, who retired as Office Manager after thirty-seven years of service.

PUBLIC WORKS AND ENVIRONMENTAL QUALITY

Water/Sewer/Highway Division accomplishments are not apparent when done correctly, but most visible if not. This is the workforce that repairs water and sewer leaks in the middle of a cold night, fixes potholes in the roads, plows the snow during the storms so residents can safely go to work in the morning, keeps the vehicles running after so many miles, and picked up household trash for the first half of the year. Their efforts are critical to the daily upgrade and maintenance of the Town's infrastructure.

In particular, 1993 will be remembered for two significant events. Including the December 1992 storm, total snowfall was ninety-three inches, more than fifty percent above the annual average. There were two major storms of over eighteen inches each, a challenge to the skills of the Division as well as the patience of the Arlington residents. The second was the conversion of refuse collection from an in-house town-provided service to private contract. The transition was as smooth as could be expected, with minimum disruption of the service to the residents.

1993 Infrastructure Improvements

Street Resurfacing	30,000 LF*
Armor Coating	6 miles
Water Main Replacement	4,600 LF
Water Main Cleaning and Lining	5,500 LF
New Hydrants and Gates	98
Sewer Main Cleaning and TV Inspection	28,000 LF
Sewer Main Replacement	300 LF

*LF denotes linear feet

Properties Division

This Division operates and maintains thirty-one buildings totaling over 1.1 million square feet with an insured value of \$95 million. The long-range goal of the Division is to keep all facilities in good condition, upgrading the building envelopes and mechanical systems as necessary.

Energy conservation has and will continue to be a major program. Total fuel oil consumption is down from 1,000,000 gallons per year to 400,000 gallons as a result of programs implemented over the past five years. Electrical costs have been reduced by \$100,000 per year by participation in the Boston Edison ENCORE lighting retrofit program.

Major building projects completed during 1993 include: Masonry Renovations at Town Hall; Hardy School Roof; Mt. Gilboa Boiler Replacement; Central Fire Station Masonry and Roof Repairs; Stratton School Roof; Highland Fire Station Masonry Renovations; and Parmenter School Roof. The Division processed over 3,100 work orders in 1993, including carpentry, painting, electrical, plumbing, security, doors, retiling, and general repairs.

The custodial workforce was significantly reduced during the year through early retirement and force reduction.

Those that remain have done an admirable job to make up the shortfall, however, any further reductions in staff must necessarily be accompanied by a consequent elimination of a function, or a reduction in frequency of performance of that function.

Natural Resources/Cemetery Division

The Natural Resources/Cemetery Division is responsible for the care and maintenance of all public playgrounds, athletic fields, open spaces, public trees, Town Hall grounds, Mt. Pleasant Cemetery, and the historic Old Burying Ground on Pleasant Street.

The use of the Town's recreation facilities increases yearly as does the challenge to the Division to maintain them. As an example, over 1,000 games of softball and baseball were played on town fields this year by little leagues, schools, softball leagues, etc. This, coupled with one of the driest summers on record, created much damage to the turf surfaces despite watering, fertilizing, seeding, sodding, and aerating. A major goal of the Division is to insure that maintenance requirements are considered in all future upgrading and enlarging of parks and playgrounds.

In 1993, the Division embarked on a tree planting program working with grants from Mass Releaf and The Trees Please Program. In total, 154 trees were planted, including trees donated by the Arlington Garden Club, the Bishop School PTO, students at several schools, and memorial trees donated by residents. Also, 250 white pine seedlings were given to school children as an Arbor Day observance. An ambitious program in 1994 is planned pending success in the 1994 Mass Releaf program.

Unfortunately, 149 trees were removed for a variety of reasons, among them urban stress, vehicular accidents, and disease. A large number of white ash trees have been stricken with a relatively new disease called "ash yellows". A large number of trees have been lost from this affliction, most notably the large trees in the Town Hall grounds.

The Division is also responsible for the operation and maintenance of fifty-five acres of cemetery property. There were 425 interments, resulting in the sale of eighty burial sites. The chief concern of the commissioners and the major long-term goal is planning for the future cemetery needs of Arlington, including possible expansion sites. The cemetery fee structure is also being closely monitored due to the lowering of the trust fund interest income.

PUBLIC WORKS AND ENVIRONMENTAL QUALITY



ARLINGTON RECYCLING COMMITTEE

During 1993, Arlington's trash and recycling services were transferred from the Public Works Department to a private firm, Browning-Ferris Industries (BFI). This allowed the Town to offer a multi-material curbside recyclable collection to all residents. The Recycling Committee designed the flyers sent to all residents with their blue bin announcing changes in the collection program. On July 1, BFI began the bi-weekly collection of newspapers, glass, metals, plastic, and yard trimmings in season. Having a curbside recyclable collection available to all residents marks a major goal in the five-year work of the Committee.

In the fall, the Recycling Committee subsumed the responsibilities of a related group, Arlington Backyard Composting. The mandate of that group was to promote backyard composting through education and discounted sales of composters. In accordance with that mandate, the Recycling Committee sponsored a regional composter sale which drew residents from fourteen surrounding communities. The Committee plans to repeat this successful event once or twice a year.

Backyard composting is seen as an effective way that homeowners can practice source reduction with a large, easily identifiable segment of their waste stream. To encourage backyard composting, the Town did not collect grass and other yard trimmings during the summer months. The Recycling Committee supported this effort by producing and mailing a flyer to every resident with the theme "Don't Trash Grass". The intent of the flyer was to encourage people to either leave their grass clippings on the lawn when they cut the grass or to compost them. The Committee also distributed videos on the subject to cable television, video stores, and the libraries in town.

During the year, the Recycling Committee initiated a button battery collection program. In discussions with the industry, the Committee learned that regular A, B, C, D, and 9-volt batteries do not contain significant quantities of toxic metals due to aggressive source reduction by manufacturers. Many button batteries, however, continue to contain up to fifty percent mercury by weight. The Committee set up collection boxes in retail stores, elderly housing units, and at a hearing aid doctor in town. By the fall, the Committee had collected almost seven pounds of button batteries which were sent out for mercury reclamation.

Recycling Committee members have regularly attended meetings and conferences to keep abreast of new developments in the industry. These include meetings of regional recycling coordinators, MassRecycle and MassPirg,

as well as the annual Tufts Environmental Conference. Members have also acted as liaisons to the Vision 2020 Environmental Task Group, the Household Hazardous Waste Committee, the Science Curriculum Committee, and the Environmental Diversity Forum.

The Recycling Committee was involved in several other activities throughout the year. These included hosting a large booth at the Park Avenue Water Tower Open House, researching and writing a report to the Redevelopment Board on the feasibility of composting at the Reeds Brook site, and touring the materials recycling facility where Arlington's recyclables are taken.

In addition to continuing its variety of ongoing projects in 1994, the Recycling Committee will work with the Town to continue the smooth transition to the new curbside collection program. The Committee will also work with BFI and the School Committee to include a recycling curriculum in the schools. Finally, the Arlington Recycling Committee will, as always, explore opportunities to enhance Arlington's future through expanded recycling programs and community education.

HOUSEHOLD HAZARDOUS WASTE COMMITTEE

This year Arlington and Winchester obtained Massachusetts Water Resources Authority (MWRA) funding for installation of a joint waste oil collection facility to serve residents of the two towns. The MWRA benefits because its sewage processing operations can be damaged if waste oil is present in sewerage or runoff. The facility, opened in late summer, is located at the Winchester transfer station on McKay Avenue in Winchester and provides a long term solution to the problem residents face in finding an assured way to properly dispose of waste motor oil. Disposing of waste oil as waste oil, rather than as part of a hazardous waste collection, is relatively inexpensive. Opening a permanent facility devoted to waste oil will both enable residents to get rid of waste oil throughout the year and enable the Household Hazardous Waste (HHHW) Committee to save by not accepting waste oil at household hazardous waste collections. Flyers with a map showing the Arlington-Winchester waste oil facility are available in the library.

This year's HHHW collection set records for both Arlington participation and the amount of household hazardous waste, especially paint, collected. Over 240 Arlington households brought hazardous wastes or recyclable paint to the one-day event held with Belmont in the Belmont Town Yard. A further 100 households could not be accommodated within the time and money available and were put on a waiting list for preferential treatment at the next collection. The advantage of the reservation system was again demonstrated in that no one had to wait in line only to find out that he could not be served.

A new feature in this year's collection was the use of the

PUBLIC WORKS AND ENVIRONMENTAL QUALITY

"H₂O Coatings (Green Paint) Company" to collect both oil-based paints and solvents (hazardous waste) and latex paints (not hazardous) for remanufacture and reuse, rather than collecting only hazardous paints for safe destruction. This experiment was successful only because volunteers from Arlington acted as Green Paint employees, to enable paint collection and packing to keep up with the traffic flow. Almost two tractor trailer loads of paint, or 2,900 cubic feet as packed, were collected in four hours.

General Chemical, the hazardous waste collector for the event, also made a record haul of pesticides, toxic paint that cannot be recycled such as lead-based or marine paint, small cans and aerosol paints, and hazardous household chemicals including cleaners, waxes, and automotive products. Although it had been expected that the cost of collecting the hazardous waste would be reduced by having paints and solvents taken for recycling, there was so much material brought for disposal that this did not happen. Automotive waste oil was again accepted and several full barrels were collected, although it should not be in the future because residents of both towns now have access to waste oil collection facilities year round.

The volume of hazardous substances, and the amount of unopened, high quality paint dropped off, shows that we buy far more paint than is actually needed and are still not using safe substitutes for toxic household chemicals. Many thousands of dollars worth of unopened paint was left for remanufacture, and the HHW and paint collection day cost the two towns over \$25,000. Much of this cost could have been avoided by use of safe substitutes for household chemicals or by buying only what paint was needed. In the coming year the HHW committee plans to focus more on education to reduce use of hazardous chemicals and on finding ways to reuse, rather than remanufacture in recycling, paint products.

CONSERVATION COMMISSION

The Arlington Conservation Commission's year was one of varied activities emphasizing environmental education and concern for the Town of Arlington's natural resources.

The Conservation Commission's mandate is to preserve the Town's limited open space and to protect its waterbodies. To accomplish this, the Commission is empowered to acquire land, implement resource management plans, develop educational programs, and administer the state's Wetlands Protection Act and Arlington's Local Bylaw for Wetlands Protection. Under the wetlands regulations, no person may remove, fill, dredge, build upon, or alter certain areas without first notifying the Conservation Commission. Applicants must file a Notice of Intent or Request for Determination which may lead to a hearing and then the issuance of an Order of Conditions. Conditions must be sufficient to protect groundwater supply, private and public water supply, fisheries and wildlife, and to



Susan Brent, Chairman, Conservation Commission, at Town Day booth.

prevent flooding, storm damage, and pollution. In 1993, many hearings were held, including one on a dredging project at Hills Pond which has generated much community interest. The Town of Arlington, as applicant, wishes to eliminate algae buildup by deepening the pond; to augment water supply during dry weather in order to stabilize depth and protect fish; and at the same time, to create a bordering vegetated wetland. It is anticipated that the project will be completed in the summer of 1994.

The seven-member volunteer Commission meets approximately twice a month, usually on the first and third Thursdays. This year, commissioners attended nineteen regular sessions. Additional meetings were held with town departments, consultants, and developers. Site visits require a major, but essential, part of a commissioner's time. Information collected on site visits assists members in determining jurisdiction, the necessity for a hearing, conditions under which construction may proceed, a developer's compliance with orders, or the necessity to issue an enforcement order. After many work sessions and site visits, final approval to proceed with construction was given for five projects. Two Enforcement Orders were issued for work started without a permit, and two Certificates of Compliance were issued. Litigation continued between the 22 Mill Street Condominium Trust and the Commission and in 1993, the Commission won the case in Superior

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Court. The work performed without a permit must now be mitigated according to Commission guidelines and fines issued by the Commission have been paid by the condominium association.

Members of the Commission became involved in many other environmental activities, usually of an educational nature. One member moderated a workshop at the annual Massachusetts Association of Conservation Commissions Conference held at Holy Cross College. Four members attended the conference where they learned more about recent changes to regulations, wetlands delineation, hydrology, wildlife habitat, and environmental law. Two commissioners continued to follow a course curriculum at Garden in the Woods which will eventually lead to Certificates in Wetlands Management. Girl Scouts were taken on a field trip to Great Meadow, and a commissioner spoke before the Garden Club and at the Junior High School Environmental Fair. Education of young children is considered a priority by the Commission.

Because of cost and lack of manpower, it is difficult to keep open space areas free of trash. To help the situation, the Commission held two cleanups, one at Meadowbrook Park in the spring and one at Cookes Hollow and Window on the Mystic in the fall. Stuart Sanders of the Mystic River Watershed Association organized twenty-five MIT students in a cleanup at Meadowbrook Park, Arlington Reservoir, and Mystic Lake. The Commission would like to thank all the volunteers who participated in these one-day events. The Commission would also like to thank Neil Clark of the Massachusetts Water Resources Authority Waterworks Division (MWRA) who, once again, opened the Park Circle Water Tower on Earth Day '93. The MWRA, the Commission, and other town groups set up booths at Park Circle and explained what their organizations do, while families climbed the tower to enjoy gorgeous views of the Boston Basin and points north and west of Arlington.

The Minuteman Bikeway is now a reality and the Commission has started work on a small parcel of conservation land located along the bikeway between Water Street and Mill Street. The area will become a vest-pocket park for travellers to rest or picnic. Community Development Block Grant funds will allow benches to be constructed and installed, junk trees will be removed and replaced by lovely shade trees, a bike rack will be installed, and a view will be opened to the ball field and the bikeway. As part of the same project, a connecting path from the bikeway to the Mill Brook Linear Park at Millbrook Square will be constructed. This opens yet another small section of Mill Brook to the linear park extension through Arlington.

The Commission was saddened by the loss of Dr. Herbert Meyer, one of the founders of the Conservation Commission. Dr. Meyer's reputation for zealously protecting the natural environment was unparalleled. Dr. Meyer will be missed in the environmental community extending far beyond Arlington. A dedication ceremony was held at the

new Spy Pond Park where a bench has been dedicated in Dr. Meyer's memory. Dr. Meyer leaves everyone a legacy by the way he lived. The Commission will never forget his contributions.

Open space is very scarce in Arlington, and therefore, it becomes extremely important. Balancing the need for open space, for playgrounds and for playing fields is a real challenge. The Commission has participated in meetings with the Redevelopment Board regarding future use of land at Reeds Brook, with the Parks Commission regarding the Mugar land, with the School Department regarding Stop & Shop expansion and loss of open space, and with the Metropolitan District Commission regarding conversion of the municipal skating rink on Route 2 to a vegetated wetland. Preservation of the Alewife Reservation open space was at the forefront this year when Arthur D. Little (ADL) approached the Metropolitan District Commission to purchase a parking lot and contiguous land. Numerous meetings were held in 1993, and the Conservation Commission was well represented at these meetings. The final proposal includes purchase by ADL of a 3.1 acre parking lot, a gift of wetlands to the MDC comparable in size to the parking lot, donation of funds to the MDC for the restoration and conservation of the Alewife Reservation, a hydrology study provided by ADL in-house experts, and establishment of an organization for on-site management and maintenance of the site.

The Commission would like to thank the many town departments who actively supported the Commission's efforts this year, especially the Town Manager's Office, the Department of Planning and Community Development, and the Department of Public Works including the Engineering and Properties and Natural Resources divisions in particular. Many volunteer hours go into a commitment such as Roland Chaput has made to the commission. Mr. Chaput is now completing almost fourteen years as a commissioner, two of which were served as chairman.

The Commission celebrated its twenty-seventh anniversary this year and looks forward with enthusiasm to 1994. Along with the regular duties of the Commission, continuing education of the public will be a priority. Arlington's conservation lands need more maintenance, and the Commission will work towards that goal because each parcel of open space is so crucial to maintaining a high quality of life for residents.

POLICE SERVICES DIVISION

Quality Improvement

The Police Services Division continues its ongoing examination of work processes to ensure continuous maintenance in current programs and seek improvement in the quality of service to our customers, the recipients of police services. In this comprehensive approach, two priority areas were selected for quality improvement: domestic violence and traffic enforcement. Statistical data was collected and analyzed, and objectives were identified. As an example, after documenting 259 domestic violence calls between 1992 and 1993 and 74 related arrests, an officer was selected for assignment to investigate domestic abuse cases. The objective was to increase post-incident follow-up and to increase responsiveness to victims of abuse. For traffic enforcement, increased use of hand-held radar and specific motorcycle unit assignments were initiated to target identified problem areas. Objectives were to decrease the incidence of accidents by increasing enforcement action.

Crime - Traffic

On July 23, 1993, the Town recorded its first murder since August of 1989. Kevin Shanahan of Lewis Avenue was charged with the murder of his wife. Mr. Shanahan is currently awaiting trial. For the second consecutive year there was a decrease in crime with a twelve percent reduction over 1992. The most significant reductions were in the areas of larceny and aggravated assault. A new police-citizen program, initiated to reduce domestic violence, helped reduce aggravated assaults. Other crimes were relatively constant as compared with the previous years. For the third consecutive year, there were no motor vehicle or pedestrian fatalities. Recognition was received from the National Safety Council for the two-year achievement, and a further citation is expected for this remarkable three-year record. Two motorcycles and a traffic van became part of the traffic enforcement program and were instrumental in the twelve percent reduction of traffic accidents.

Crimes in Arlington

	1991	1992	1993
Murder/Manslaughter	0	0	1
Rape	4	3	3
Robbery	12	7	11
Aggravated Assault	137	123	73
Burglary	249	175	169
Larceny	456	405	359
Vehicle Theft	119	99	101
Total	977	812	717

Motor Vehicle Accidents

	1991	1992	1993
Fatal	0	0	0
With Injury	162	186	141
Without Injury	441	432	398
Total	603	618	539

Crime

The Criminal Investigation Bureau (CIB) had a very busy year culminating in the arrest and prosecution of several suspects charged with various crimes. With the assistance of Arlington residents, the CIB recovered a number of oriental rugs stolen from U-Haul Movers of Somerville. The investigation continued into Somerville and led to the arrest of the suspects and the recovery of oriental rugs valued at \$200,000. This was a direct result of the Oriental Rug Task Force; a cooperative effort between local agencies, State Police, the Federal Bureau of Investigation, and the Attorney General's Office. As a result, one of the suspects, along with an accomplice, was charged with twenty house breaks in Arlington.

The expertise of our fingerprint technicians paid off with latent prints found at crime scenes leading to arrests and prosecutions in seven incidents; two unarmed robberies, four burglaries, and one motor vehicle theft. Inspectors James Curran and James Mangiacotti, through their expertise, were able to recover fingerprints that led to the suspects involved in bank robberies in Arlington and other towns in Massachusetts and New Hampshire.

Working with U.S. Postal Service authorities, the CIB was instrumental in the arrests of suspects involved in larcenies of checks from mail boxes in Arlington, Somerville, Cambridge, and Boston.

Domestic Violence

Domestic violence is a serious crime as set forth by the Abuse Prevention Act, Massachusetts General Laws, Chapter 209A. While this law was originally intended to provide legal remedies to battered women, it can also be used for men, seniors, and minors.

The Police Division instituted a Domestic Violence Unit in May of 1993. Inspector Joyce Wilson was assigned to this position, but all police officers are required to know the mandates and other provisions of the law. The primary duties of the Domestic Violence Officer are follow-up investigations where specific information is ascertained in order to provide victims with immediate help by referrals to courts, legal aid, shelters, family counseling, and other services. This is an effort to prevent continued abuse of the victim or to avoid reaching the point of abuse.

Inspector Wilson works closely with the victim/witness

COMMUNITY SAFETY

advocates at the Cambridge Court, and also works with the Domestic Violence Emergency Response System of the Middlesex County Sheriff's Department. All reports of domestic violence are followed-up in an effort to provide significant service and/or referral.

Juveniles

The Juvenile Division's emphasis in 1993 continued to lean towards assisting juveniles in emotional as well as legal difficulties. With the continuing escalation in domestic problems, the reporting of juveniles in disruptive settings continues to come to the attention of the Police Department. Prompt intervention with Juvenile Court Probation Officers, Arlington Youth Consultation Center and private counselors has made a difference in juvenile offense resolution.

Alcohol related incidents continue to lead the list of court related appearances of Arlington juveniles, followed closely by larceny and disorderly person complaints. Many of these complaints have entered the Juvenile Derision Program in Cambridge Court.

The most frequent juvenile contacts with the police are missing person reports. These reports take a large portion of the Juvenile Division's time. Another category rapidly increasing in contacts made by the police are domestic calls. Many child abuse reports have been filed by patrol officers and other mandated reporters. These must be further investigated by the police and The Department of Social Services.

The Juvenile Division continues to offer its investigating and mediation skills to the community. With the addition of a Domestic Violence Officer, a more coordinated effort can be launched in the community's approach to juvenile justice.

Drug Enforcement

During 1993, the Arlington Police Drug Control Unit continued its efforts against illegal drug use and sales within the Town. Special emphasis this year was placed on patrols in school and playground areas to ensure drug free zones for children. Town-wide, marijuana and cocaine use remained the most prevalent drug problem. A disturbing trend, however, was a slight increase in heroin use. Factors contributing to the increase in heroin abuse include lower street prices and increased purity of the drug in this area. Also significant is a change in the type of drug high sought by drug abusers as they age.

In addition to drug patrols, the unit expanded its function in 1993 to include gang training and patrol. Arlington has joined with a number of other local communities in preparing for what experts believe to be the inevitable appearance of criminal youth gangs in the suburban Boston area. In addition to receiving formal training by recognized experts, the unit worked to establish a network with gang officers in Boston and neighboring communities. It is hoped

that training and awareness in Arlington will serve to minimize any growth in this most disturbing problem. It was particularly appropriate that gang training begin within the drug unit in as much as drug distribution is often the preferred crime within criminal youth gangs.

Awards and Citations

Sergeant Ferdinand Carangelo for de-escalating a domestic situation, where a man was threatening a family member with a knife. Officer Henry Poole for quickly applying first aid to a citizen with an obstructed airway at a local restaurant. Sergeant David Mc Namee, Officer Michael Kanelos, Inspectors James Curran and James Mangiacotti for the investigation and subsequent apprehension of an individual involved in a bank robbery. Officers Robert Hughes, Sean Hetherman, Gary Provenzano and James Fitzpatrick for performance while acting as Field Training Officers for newly appointed police officers. Lieutenant Robert E. White, Inspectors James Curran, Joyce Wilson, James Mangiacotti and Officer Henry Poole for the initial investigation and subsequent arrest following the death of Marcia Shanahan. Officer Donald Brown for de-escalating a domestic situation and subsequent arrest of an individual, who was threatening his infant child with a knife.

Remembrance

The Police Division and the Town were saddened by the sudden death of Sergeant Ferdinand "Fred" Carangelo. Fred served the Town for twenty-four years. During that period, his duties included Shift Commander, Patrol Supervisor, Criminal Investigator, and Patrol Officer. He was an excellent police officer who was cited many times in citizen letters of recognition and in Police Division letters of commendation. Fellow police officers and citizens of the Town will remember Fred for his friendly, outgoing personality.

Retirements

Lieutenant Gerald Connors retired after thirty-four years of service. During his career his duties included Patrol Supervisor, Shift Commander and at the time of retirement, Officer in Charge of Records and Accident Investigations. Officer Thomas Cullen retired after serving twenty-eight years, many of which were in the Arlington Heights business area. Officer John R. White retired after twenty-nine years of service. His last assignment was as Parking Enforcement Officer in the Arlington Center business area. Sergeant Robert Collins served twenty-six years in various capacities including Firearms Training Officer. He was involved in installing the computer system at the Community Safety Building. Officer Thomas Calautti was assigned to the Patrol Division for twenty-six years and was known mostly for his

community relations work with the children and citizens of the Thompson School area. Sergeant Cornelius Duggan retired after over thirty years of service. Sergeant Duggan was assigned as a Patrol Supervisor for many years. At the time of retirement he was assigned to Special Details, Records and Administration.

FIRE SERVICES DIVISION

The Fire Services Division responded to 3,280 incidents in 1993. This was an increase of twenty-three incidents from 1992. The increase was due to the higher number of rescue related incidents. Overall, the fire related incidents have stayed fairly constant over the years. The working fire incidents seemed more intense than previous years.

Fire Services Incidents

Structure Fires	139
Vehicle Fires	35
Refuse Fires	26
Outside Fires	55
Miscellaneous Fires	10
Overpressure Rupture	3
Ambulance Response	1,448
Engine Medical Response	1,150
Extrications	11
Hazardous Spills or Leaks	64
Electric Problems	75
Miscellaneous Hazardous Conditions	27
Lockouts	103
Water Removal	23
Assist Police	13
Miscellaneous Service Calls	75
Mutual Aid	51
Smoke Conditions	120
Good Intent Calls	101
False Alarms	150
Systems Malfunctions	269
Unintentional	75
Miscellaneous Alarms	12
Total Incidents	4,035
Estimated Structure Fire Loss	\$218,085
Estimated Vehicle Fire Loss	\$52,800

The Community Safety Division will be receiving a new computer which will allow the capability to add more terminals. It is very likely that the all the fire stations will be on-line with the Computer Aided Dispatch system in 1994.

Fire Services has initiated certification of fire personnel to Firefighter I and Firefighter II levels. It will be the Division's goal to have all new recruits trained to this level at the Massachusetts Fire Academy. The remainder of the Fire Services personnel will be trained in-house by our training officer.

The Fire Services Division will continue to take a proactive approach to fire prevention. The Division plans to inspect all multi-unit dwellings (three or more families) and businesses this coming year. The Division's goal will be to promote fire safety through education, inspections, and enforcement, to keep equipment updated, and to meet federal and state standards.

Five employees, including the Director of Fire Services, Robert J. Casey, took advantage of an early retirement incentive program offered by the Town. This left Fire Services with a void of senior personnel during a reorganization period. Consequently, Deputy Chief Perry Cayton was appointed the Director of Fire Services on November 15, 1993. Director Cayton is also the local Massachusetts Emergency Management Agency's director. Lieutenant Allan McEwen was appointed to replace Deputy Chief Cayton as the Department's Training Officer beginning in January 1994.

Fire Prevention

A devastating statistic is that residential fires in the United States result in over 5,000 casualties, about 20,000 injuries, and property damage exceeding \$11 billion. One of the tasks accomplished by the Fire Prevention Bureau is taking a proactive approach to inspection and enforcement which results in less overall fire related incidents.

One of the reasons both structure and vehicle fire loss is kept low is because of the quick response from strategically located stations. Another reason for the low number of structure fire loss is the requirement of detection systems by the Fire Prevention Bureau.

The following chart is a summary of unit use for the past three years.

Another area that Fire Prevention can control potential fire incidents is by issuing permits. The following is a breakdown of the permits issued in 1993.

Permits Issued - 1993

Smoke Detectors	683
Oil Burner & Tank Replacement	155
Oil Tanks Removed	59
L.P. Gas	27
Smokeless Powder	10
Fire Alarms & Extinguishing Systems	17
Cutting and Welding	6
Miscellaneous	7
Vapor Recovery Systems	4
Inspections	222
Plan Reviews	10
Underground Storage Tank Research	10
Total Permits	1,210

The monies received for the above permits was \$23,308,

COMMUNITY SAFETY



Two alarm fire at 24 Tanager Street.

which was an increase of \$2,500 over last years record high. The Fire Prevention Division consists of a Fire Captain. The Fire Prevention Officer distributes needed inspections to chief officers and on-duty fire companies.

Fire Prevention is also responsible for the collection of the daily incident reports and the chief officers' report from all three stations, billing and collection of fees for rescue services, and responding to inquiries and requests. The removal of underground storage tanks and the inspection of oil burners and smoke detectors are also part of Fire Prevention.

Training Division

The Training Division had a busy year keeping up with the continuing expansion in the scope of responsibilities. Structural firefighting, while still an integral part of fire services, is just part of the mission. Emergency medical response and hazardous materials containment are a large, and still growing, responsibility of the department.

The Department's training officer began 1993 by conducting a four week course consisting of new fire recruits from the Arlington and Waltham Fire Departments. All recruits were given instruction in the use of self-contained breathing apparatus, advancing hose lines, raising ground ladders and other basic firefighting techniques before being allowed to drill on live fires at the Waltham Fire Department's fire tower. These firefighters also received a basic hazardous materials introduction as well as being certified in CPR and Firefighter I.

Other areas of training included hosting a two day haz-mat decontamination field course conducted by the Massachusetts Fire Academy, a fifteen hour course in extrication using the newly acquired "Jaws of Life" tool, and a combined exercise with the Cambridge Fire Department and the MBTA on subway tunnel emergencies. Along with these larger exercises, company drills were done on a daily

basis. These drills, although smaller in nature, are the backbone of fire department training. In addition, several more, of the almost fifty EMT's in the Department were trained and certified in the use of the cardiac defibrillator.

Inspections Division

The Inspections Division of the Department of Community Safety has the responsibility for the enforcement of the Massachusetts State Building Codes and the Town of Arlington Zoning Bylaws. The Division's responsibilities entail the inspection of all buildings, construction, and renovations.

The Inspections Division issued 626 building permits, 464 plumbing permits, 431 gas permits, and 576 wire permits in 1993. For each permit issued, one or more inspections are required by the appropriate inspector. The building permits issued totaled \$7,422,302 in construction costs. The fees collected for the issuing of said permits totaled \$103,720.10.

The staff of the Inspections Division consists of the Inspector of Buildings, the Inspector of Plumbing/Gasfitting, the Inspector of Wires/Local Building Inspector, and a Principal Clerk. In addition to the usual department work, the Division continues to serve in its advisory capacity to assist citizens, boards, commissions, and other town departments.

Retirements

The following individuals retired from the Department this past year: Director Robert Casey, Captain Thomas Turnbull, Salvatore Aprile, Walter Amorin, Joseph Paragona, John King, Stanley Burrell and Emelio Rosselli. Also, Donald Byrne, Inspector of Plumbing/Gasfitting retired from the Inspections Division and John Daley retired from Support Services.

Auxillary Fire/Civil Defense

The Arlington Auxiliary Fire Department donated 1,058 hours to the Town in 1993. These hours were donated by performing regular and special details, reconditioning equipment, assisting Civil Defense personnel, assisting Civil Defense during emergencies, and participation in recruit fire training.

In 1993, Lighting Unit #1, which previously had been used for 1,541 generator hours was used a total of 124 hours; Lighting Unit #2 was used a total of 32 hours; and the Command Post/Air Supply Unit was used for a total of 35 hours.

TOWN MEETING MEMBERS - As of December 31, 1993

Precinct 1	Term Expires	Precinct 5	Term Expires
Ronayne, Anne, 33 Fremont Court	1996	Davidson, Florence E., 82 Beacon Street	1996
Valeri, Diane M., 7 Wheaton Road	1996	Koenig, Glenn C., 26 Park Street	1996
Valeri, Robert V., 7 Wheaton Road	1996	Preston, Donna, 18 Ernest Road	1996
Walsh, Barbara P., 28A Gardner Street	1996	St. Martin, Wilfred J., Jr., 155 Palmer Street	1996
Cummings, Deirdre, 69 Broadway #3	1995	DuBois, Abigail, 83 Park Street	1995
LeRoyer, Ann, 77 Sunnyside Avenue	1995	Knoth, Bruce H., 39 Park Street	1995
McCluskey, Lynne, 2 Memorial Way	1995	Rocha, Natalie, 23 Exeter Street	1995
Phelps, Erin, 69 Sunnyside Avenue	1995	Watson, M. Wendy, 23 Amherst Street	1995
Lake, Robert F., 12 Norcross Circle	1994	Chinal, Helen E., 11 River Street	1994
Precinct 2		Jefferson, Robert J., 89 Beacon Street	1994
Carabello, Joseph P., Jr., 156 Lake Street	1996	MacKenzie, Kenneth W., 33 Bowdoin Street	1994
Carey, William A., Jr., 155 Lake Street	1996	Rogers, William F., 19 Exeter Street	1994
Fiore, Elsie C., 58 Mott Street	1996	Precinct 6	
Hurd, John W., 28 Colonial Drive	1996	Sharpe, Alfred E., 5 Newcomb Street	1996
Cella, Augustine R., 99 Spy Pond Parkway	1995	Wetherbee, Neil F., 11 Orvis Road	1996
Donahue, John P., 63 Eliot Road	1995	Eckhouse, D. Noah, 16 Lake Street	1995
Keffe, Joseph G., Jr., 32 Eliot Road	1995	Greeley, Kevin F., 34 Hamilton Road #210	1995
Stankiewicz, Jacob J., Jr., 139 Lake Street	1995	Mederos, Richard W., 50 Wyman Terrace	1995
Cella, Steven, 99 Spy Pond Parkway	1994	Burke, Julia A., 96 Orvis Circle	1994
Fiore, Peter J., 58 Mott Street	1994	Krikotos, Nicholas S., 78 Orvis Road	1994
Fraser, MacKay, 23 Sheraton Park	1994	Murray, Richard B., 38 Marion Road	1994
Maranian, Robert E., Jr., 10 Dorothy Road	1994	Precinct 7	
Precinct 3		Judd, Lyman G., Jr., 79 Harlow Street	1996
Dratch, Robin M., 7 Henderson Street	1996	Kennedy, William J., 18 Webster Street	1996
Rojo, Mary L., 76 Henderson Street	1996	Sasso, Stephen J., 71 Foster Street	1996
Tosti, Allan, 38 Teel Street	1996	Tobin, Margaret E., 70 Harlow Street	1996
Boschi, Osmano, 51 Winter Street	1995	DeSantis, Michael, 19 Adams Street	1995
Harrington, Kevin, 99A Massachusetts Avenue	1995	Geary, Maryellen, 5 Wyman Street	1995
Hayward, William F., 68 Cleveland Street	1995	Hughes, Kenneth W., 20 Webster Street	1995
Kohn, Nathan M., 55 Amsden Street	1995	Ferraro, James K., 24 Grafton Street	1994
Baker, Stephen D., 70 Teel Street	1994	Polidori, John P., 46 Harlow Street	1994
Barrett, William Holt, 16 Cleveland Street	1994	Schlichtman, Paul, 333 Massachusetts Ave. #2	1994
Flaherty, John F., 19 Amsden Street	1994	Tobin, Daniel J., 70 Harlow Street	1994
Langley, Paul F., 20 Trowbridge Street	1994	Villandry, Peter, 63 Tufts Street	1994
Rojo, Brian K., 76 Henderson Street	1994	Precinct 8	
Precinct 4		Berkowitz, William R., 12 Pelham Terrace	1996
Candow, Elizabeth R., 3 Lafayette Street	1996	Bohn, Judith T., 38 Academy Street	1996
Gervais, Robert A., 19 Boulevard Road	1996	Foskett, Charles T., 101 Brantwood Road	1996
Laite, George, 25 Lafayette Street	1996	Jones, Bernice K., 21 Kensington Road	1996
Marshall, Joseph M., 74 Varnum Street	1996	Gagnon, Gerard J., 16 Irving Street	1995
Dumyahn, Thomas Stephen, 13 Melrose Street	1995	Gearin, John J., 44 Kensington Road	1995
Mimran, Wendy A., 105 Fairmont Street	1995	Rowe, Clarissa, 54 Brantwood Road	1995
Scopettuolo, Robert P., 27 Magnolia Street	1995	Worden, John L., III, 27 Jason Street	1995
Smith, Lynda A., 133 Broadway	1995	Baldwin, Elizabeth L., 107 Jason Street	1994
Innis, Raymond M., 41 Milton Street	1994	FitzMaurice, John A., 17 Lakeview	1994
O'Neill, Brian D., 49 Fairmont Street	1994	Tulimieri, Joseph F., 27 Hillsdale Road	1994
Samoorian, Melcom E., 80 Massachusetts Ave.	1994	Worden, Patricia B., 27 Jason Street	1994
Smith, Sandra M., 133 Broadway	1994		

LEGISLATIVE

Precinct 9

	Term Expires
Goldmuntz, Paul, 19 Mystic Lake Drive	1996
Hallee, Pauline Y., 47 Maynard Street	1996
Hurd, Franklin W., Jr., 10 Newton Road	1996
Towle, William F., 22 Franklin Street	1996
Amrose, Dean, 10 Mystic Lake Drive	1995
Hallee, Jerome P., 47 Maynard Street	1995
Hurd, Joan E., 10 Newton Road	1995
Kelly, Thomas J., 4 Jean Road	1995
Herlihy, Robert E., 51 Maynard Street	1994
Hyland, William C., Jr., 54 Webcowet Road	1994
Murphy, Edward W., Jr., 31 Sherborn Street	1994
Towle, Norman C., 22 Franklin Street	1994

Precinct 10

	Term Expires
Howard, Jane L., 12 Woodland Street	1996
Howard, Peter B., 12 Woodland Street	1996
Moisakis, Stephanie, 271 Highland Avenue	1996
Shea, William E., 9 Lincoln Street	1996
Bonzagni, Frank V., 89 Churchill Avenue	1995
Higgins, Nancy G., 86 High Haith Road	1995
LaPlante, Richard L., 209 Jason Street	1995
Miller, Thomas H., 7 Bellevue Road	1995
Brent, Susan Anne, 66 Highland Avenue	1994
Doyle, John F., 26 Bellevue Road	1994
Driscoll, Carol A., 34 Venner Road	1994
Tiedeman, Nancy N., 46 Bailey Road	1994

Precinct 11

	Term Expires
Barry, Evelyn C., 40 Davis Avenue	1996
Faulkner, Barry, 38 Kimball Road	1996
Feeley, Mark J., 25 Baker Road	1996
Greeley, Robert E., 38 Edgehill Road	1996
Maytum, Claire E., 25 Ridge Street	1995
O'Brien, Richard C., 94 Stowecroft Road	1995
Torres, Carmen E., 14 Beverly Road	1995
Buzan, Forrest T., 87 Beverly Road	1994
Hayes, Charles W., 31 Johnson Road	1994
Kocur, George, 24 Ridge Street	1994
Purcell, Daniel A., 90 Stowecroft Road	1994

Precinct 12

	Term Expires
Howard, Douglas J., 4 Kenilworth Road	1996
Simmons, Carolyn E., 789 Concord Turnpike	1996
Taber, William H., 23 Buena Vista Road	1996
Whelte, R. Bruce, 94 Coolidge Road	1996
Chaput, Roland E., 74 Grand View Road	1995
Sexton, Ralph W., 308 Park Avenue	1995
Thomas, Patricia J., 176 Mount Vernon Street	1995
Thrope, Martin, 348 Gray Street	1995
Carmody, Jennifer Kerins, 143 Scituate Street	1994
McInnes, Robert G., 7 Gray Circle	1994
Megson, Mary, 24 Coolidge Road	1994
Musselman, Steven E., 124 Jason Street #2	1994

Term Expires

	Term Expires
Deyst, John J., Jr., 26 Upland Road West	1996
Deyst, Mary A., 26 Upland Road West	1996
Gilligan, Nancy M., 77 Falmouth Road	1996
Gilligan, Stephen J., 77 Falmouth Road	1996
Baron, Sheri A., 70 Columbia Road	1995
Falwell, Thomas W., 25 Falmouth Road	1995
Kapilian, Kathleen Dias, 341 Washington Street	1995
McCarthy, Philip J., 156 Crosby Street	1995
Gavin, Margaret, 36 Upland Road	1994
Kahn, Olga B., 90 Falmouth Road West	1994
Kaplan, Alan N., 24 Greeley Circle	1994
Sonnenberg, Francis T., 412 Mystic Street	1994

Precinct 13

	Term Expires
Blodgett, Janet W., 18 Oakland Avenue	1996
Cremens, Doris M., 64 Mount Vernon Street	1996
Macauley, Robert C., 55 Mount Vernon Street	1996
Wolf, Paul S., 47 Menotomy Road	1996
Dunlap, John, 293 Gray Street	1995
Parker, Sarah A., 48 Walnut Street	1995
Reid, Martin E., 69 Highland Avenue	1995
Rober, Clifford E., 33 Walnut Street	1995
Grabauskas, Daniel A., 1184 Massachusetts Ave.	1994
Hooper, Gwenwyth R., 1 School Street #102	1994
Luberoff, David, 59 Mount Vernon Street	1994
Rawson, Thomas E., 18 Gloucester Street	1994

Precinct 14

	Term Expires
Donovan, William J., Jr., 115 Hemlock Street	1996
Mahoney, Edmund R., 24 Fabyan Street	1996
McKenney, James H., 59 Epping Street	1996
Winkler, Howard B., 10 Sleepy Hollow Lane	1996
Barinelli, Joseph T., 124 Winchester Road	1995
Chamallas, Charles, 41 Candia Street	1995
Fanning, Richard C., 57 Yerxa Road	1995
Normile, Roberta, 125 Overlook Road	1995
Doherty, Paul M., 26 Oak Hill Drive	1994
Healy, Margaret Anne, 147 Washington Street	1994
Putnam, Ruth Anna, 116 Winchester Road	1994
Starr, Edward, 7 Twin Circle Drive	1994

Precinct 15

	Term Expires
Colwell, Kathleen G., 60 Claremont Avenue	1996
Curren, David B., 251 Wachusett Avenue	1996
Garrity, Robert K., 275 Park Avenue	1996
Sandrelli, Donald A., 177 Park Avenue	1996
Connor, Brian J., 73 Waverley Street	1995
Dwyer, Stephen D., 127 Wachusett Avenue	1995
O'Neill, Daniel M., 287 Appleton Street	1995
Phelps, Judith Ann, 77 Oakland Avenue	1995
Bennett, Coburn, 141 Hillside Avenue	1994
Phelps, Richard S., 77 Oakland Avenue	1994
Reedy, Allen W., 153 Renfrew Street	1994
Rehrig, Brian H., 28 Academy Street	1994

Precinct 16

	Term Expires
Deyst, John J., Jr., 26 Upland Road West	1996
Deyst, Mary A., 26 Upland Road West	1996
Gilligan, Nancy M., 77 Falmouth Road	1996
Gilligan, Stephen J., 77 Falmouth Road	1996
Baron, Sheri A., 70 Columbia Road	1995
Falwell, Thomas W., 25 Falmouth Road	1995
Kapilian, Kathleen Dias, 341 Washington Street	1995
McCarthy, Philip J., 156 Crosby Street	1995
Gavin, Margaret, 36 Upland Road	1994
Kahn, Olga B., 90 Falmouth Road West	1994
Kaplan, Alan N., 24 Greeley Circle	1994
Sonnenberg, Francis T., 412 Mystic Street	1994

Precinct 17

	Term Expires
Banks, Joan L., 65 Brattle Street	1996
Daly, Joseph S., 11 Old Colony Lane	1996
Sennott, Frederick J., Jr., 10 Brattle Street	1996
Smith, Richard E., 38 Washington Street	1996
Leigh, Robert E., 77 Forest Street	1995
Liang, Mabel, 77 Forest Street	1995
Mazmanian, Zavan, 1077 Massachusetts Ave.	1995
Reilly, Michael, 7 Locke Street	1995
Ananis, Vito F., 8 Dudley Street #23	1994
Edgar, Patricia C., 1 Watermill Place #117	1994
Milligan, Clifford L., 1 Watermill Place #1	1994
White, John R., 8 Dudley Street #21	1994

Precinct 21

	Term Expires
Ginivisan, George P., 42 Summit Street	1996
McGough, James P., 11 West Court Terrace	1996
Phillips, Walter C., 2 Crescent Hill Avenue	1996
Sternbergh, Lynn, 19 Westmoreland Avenue	1996
Abbott, Freeland K., 104 Madison Avenue	1995
Mahoney, John, 35 Newland Road	1995
Weber, Janice A., 29 Crescent Hill Avenue	1995
Carrigan, Owen R., 85 Sunset Road	1994
Kirkpatrick, Patty I., 31 Crescent Hill Avenue	1994
Mayne, Walter, 33 Orient Avenue	1994
McCabe, Harry P., 92 Madison Avenue	1994
Scott, Martha I., 90 Alpine Street	1994

Precinct 18

Barber, Harry, 12 Shelley Road	1996
Campbell, Edward J., 77 Hathaway Circle	1996
Ronan, Mary I., 1 Brewster Road	1996
Cyr, Maryellen B., 235 Sylvia Street	1995
Ford, William J., 6 Mayflower Road	1995
Lederer, Bruce D., 57 Piedmont Street	1995
Vann, John H., 210 Florence Avenue	1995
Andrew, Stephen J., 16 Wadsworth Road	1994
Hadley, David E., 202 Sylvia Street	1994
Kremsky, Jonathan, 61 Piedmont Street	1994
Slavin, Vicky J., 144 Charlton Street	1994
White, Brian Terence, 21 Piedmont Street	1994

Precinct 19

Black, Lawrence D., 38 Hancock Street	1996
Deal, Patricia M., 9 Ronald Road	1996
Buck, David C., 123 Wright Street	1995
French, Jean E., 55 Overlook Road	1995
Kurth, Bruce E., 615 Summer Street	1995
Leonardos, Gregory, 43 Ronald Road	1995
Barnaby, Roger, 16 Aerial Street	1994
French, Bryan A., 55 Overlook Road	1994
Greco, Lawrence C., 20 Dodge Street	1994
Grossman, Irwin, 15 Philemon Street	1994
Sullivan, Cheryl, 84 Wright Street	1994
Sullivan, James J., 84 Wright Street	1994

Precinct 20

Coffey, Robert J., 35 Dundee Road	1996
Heath, Gregory B., 80 Williams Street	1996
Slonaker, Paul E., 17 Tanager Street	1996
Tosi, Robert L., Jr., 14 Inverness Road	1996
Chachich, Alan, 25 Richardson Avenue	1995
Greene, Harold C., 23 Lanark Road	1995
Stone, Keith W., 52 Aberdeen Road	1995
Tennis, Richard L., 10 Peck Avenue	1995
Needle, Jeffrey M., 11 Wollaston Avenue	1994
Robertson, Raymond J., 41 Wilbur Avenue	1994
Russoniello, Mark, 70 Paul Revere Road	1994
Tosi, Robert L., 14 Inverness Road	1994

LEGISLATIVE

TOWN MEETING REPORTS

ANNUAL TOWN MEETING - April 26 - June 21, 1993

Note: The following reports of actions taken on Articles contained in the Warrant for the Annual Town Meeting are condensed from the official records and indicate actions which bind the town. For information relating to precise wording of each article, including method of raising money appropriated, the reader is referred to the official records in the Office of the Town Clerk.

Session	Date	Total Members	Members Present	Percentage Present
1st	4/26/93	241	207	86%
2nd	4/28/93	245	193	79%
3rd	5/03/93	244	202	83%
4th	5/05/93	243	193	79%
5th	5/10/93	243	197	81%
6th	5/12/93	244	200	82%
7th	5/17/93	243	202	83%
8th	5/19/93	243	172	71%
9th	5/24/93	244	182	75%
10th	5/26/93	244	183	75%
11th	6/02/93	244	183	75%
12th	6/07/93	244	201	82%
13th	6/09/93	244	176	72%
14th	6/14/93	244	184	75%
15th	6/16/93	244	183	75%
*16th	6/21/93	244	174	71%

*Dissolved

Average -- 78%

ARTICLE 1. ANNUAL TOWN ELECTION. MARCH 6, 1993. (Reported elsewhere in Town Report under "Voting Results").

ARTICLE 2. REPORT OF COMMITTEES. Received.

ARTICLE 3. APPOINTMENT OF MEASURERS OF WOOD AND BARK. VOTED (Unanimously): April 26, 1993.

ARTICLE 4. AMENDING THE ZONING BYLAW, SECTION 7.071 CONCERNING SIGNS IN R6 AND R7 DISTRICTS. VOTED (Standing Vote, 183 in the affirmative, 5 in the negative): April 26, 1993.

ARTICLE 5. AMENDING THE ZONING BYLAW, ARTICLE 2, DEFINITIONS CONCERNING HALF STORIES. VOTED No Action (Unanimously): April 26, 1993.

ARTICLE 6. AMENDING THE ZONING BYLAW, SECTION 9.06 CONCERNING RESTORATION OF DAMAGED NONCONFORMING STRUCTURES. VOTED (Standing Vote, 161 in the affirmative, 1 in the negative): April 26, 1993.

ARTICLE 7. AMENDING THE ZONING BYLAW CONCERNING THE DEFINITION OF COMMERCIAL VEHICLE. VOTED (Standing Vote, 174 in the affirmative, 2 in the negative): April 26, 1993.

ARTICLE 8. AMENDING THE ZONING BYLAW, SECTION 6.15 CONCERNING THE HEIGHT OF ACCESSORY BUILDINGS. DEFEATED (Voice Vote): May 3, 1993.

ARTICLE 9. AMENDING THE ZONING BYLAW, SECTION 6.18 CONCERNING THE FENCING OF SWIMMING POOLS. VOTED (Standing Vote, 173 in the affirmative, 4 in the negative): April 26, 1993.

ARTICLE 10. AMENDING THE ZONING BYLAW, SECTION 8.12 (q) CONCERNING COMPACT CAR PARKING SPACES. VOTED (Standing Vote, 165 in the affirmative, 8 in the negative): April 26, 1993.

ARTICLE 11. AMENDING THE ZONING BYLAW CONCERNING THE PAVING OF PARKING SPACES. VOTED (Standing Vote, 176 in the affirmative, 1 in the negative): April 26, 1993.

ARTICLE 12. AMENDING THE ZONING BYLAW CONCERNING CUSTOMARY HOME OCCUPATION. VOTED (Standing Vote, 181 in the affirmative, 1 in the negative): April 26, 1993.

ARTICLE 13. AMENDING THE ZONING BYLAW CONCERNING SINGLE-FAMILY HOMES IN THE R6 DISTRICT. VOTED (Standing Vote, 172 in the affirmative, 1 in the negative): April 26, 1993.

ARTICLE 14. AMENDING THE ZONING BYLAW CONCERNING PARKING IN THE HOSPITAL DISTRICT. VOTED (Standing Vote, 178 in the affirmative, 0 in the negative): April 26, 1993.

ARTICLE 15. AMENDING THE ZONING BYLAW. VOTED (Standing Vote, 177 in the affirmative, 2 in the negative): April 26, 1993.

ARTICLE 16. AMENDING ZONING BYLAWS, 23-25 COURT STREET. DEFEATED (Standing Vote, 78 in the affirmative, 99 in the negative): April 28, 1993.

ARTICLE 17. ZONING BYLAW - 22 ELMHURST ROAD. VOTED No Action: April 28, 1993.

ARTICLE 18. AMEND SPECIAL LEGISLATION - ALCOHOLIC BEVERAGES. VOTED (Standing Vote, 131 in the affirmative, 24 in the negative): April 28, 1993.

ARTICLE 19. TOWN ADOPTION OF VISION 2020 GOALS. VOTED (Standing Vote, 132 in the affirmative, 43 in the negative): May 5, 1993.

ARTICLE 20. AMENDMENT TO THE TOWN MANAGER ACT. VOTED (Standing Vote, 91 in the affirmative, 49 in the negative): May 5, 1993.

ARTICLE 21. CULTURAL COMMISSION. VOTED: May 17, 1993.

ARTICLE 22. BYLAW ESTABLISHING A HUMAN RIGHTS COMMISSION. VOTED: May 12, 1993.

ARTICLE 23. COMMISSION ON DISABILITY. VOTED (Unanimously): May 3, 1993.

ARTICLE 24. AMEND TOWN BYLAWS - CAPITAL PLANNING COMMITTEE. VOTED (Unanimously): May 3, 1993.

ARTICLE 25. TOWN BYLAWS - CONSERVATION COMMISSION FEES. VOTED (Unanimously): May 3, 1993.

ARTICLE 26. HISTORIC DISTRICT COMMISSIONS - NON-CRIMINAL DISPOSITION. VOTED: May 3, 1993.

ARTICLE 27. AMEND TOWN BYLAWS - STREET EXCAVATIONS. VOTED: May 3, 1993.

ARTICLE 28. TOWN BYLAWS - YARD OR GARAGE SALES. VOTED (Standing Vote, 135 in the affirmative, 40 in the negative): May 3, 1993.

ARTICLE 29. TOWN BYLAWS - PROHIBIT OR RESTRICT SMOKING. VOTED: May 5, 1993.

ARTICLE 30. PEDESTRIAN WALK LIGHT. VOTED No Action: May 12, 1993.

ARTICLE 31. TOWN BYLAWS - STORAGE OF JUNK CARS. VOTED: May 3, 1993.

ARTICLE 32. TOWN MANAGER ACT - SCHOOL COMMITTEE SIZE. VOTED (Standing Vote, 104 in the affirmative, 61 in the negative): May 17, 1993.

ARTICLE 33. LEGISLATION: TOWN OF ARLINGTON SCHOLARSHIP FUND. VOTED (Unanimously): May 19, 1993.

ARTICLE 34. JOINT EFFORTS, COLLECTION - DISPOSAL HAZARDOUS MATERIALS. VOTED (Unanimously): May 19, 1993.

ARTICLE 35. ACCEPTANCE - M.G.L. CHAPTER 32B SECTION 18. VOTED (Unanimously): May 19, 1993.

ARTICLE 36. EDUCATION REFORM. VOTED No Action (Unanimously): June 14, 1993.

ARTICLE 37. AMENDMENT OF VOTE ON JURISDICTION OF GIBBS JUNIOR HIGH SCHOOL. VOTED: June 14, 1993.

ARTICLE 38. DALLIN LIBRARY. VOTED (Standing Vote, 115 in the affirmative, 19 in the negative): May 19, 1993.

ARTICLE 39. ACQUISITION-PARALLEL PARK. VOTED (Unanimously): May 19, 1993.

ARTICLE 40. SYMMES HOSPITAL - LAND USE AGREEMENT. VOTED (Standing Vote, 135 in the affirmative, 1 in the negative): May 19, 1993.

ARTICLE 41. ABANDON EXTERIOR LINES - GLENBURN ROAD. VOTED No Action: May 19, 1993.

ARTICLE 42. ACQUISITION OF UNIMPROVED PRIVATE WAYS - "PAPER STREETS". VOTED No Action (Unanimously): May 19, 1993.

ARTICLE 43. DISPOSITION OF UNIMPROVED PRIVATE WAYS - "PAPER STREETS". VOTED No Action (Unanimously): May 19, 1993.

ARTICLE 44. TRANSFER OF JURISDICTION OF LAND-ADDITION STREET. VOTED (Standing Vote, 128 in the affirmative, 0 in the negative): May 19, 1993.

ARTICLE 45. TRANSFER OF JURISDICTION OF LAND-DOVER PLACE. VOTED (Standing Vote, 128 in the affirmative, 0 in the negative): May 19, 1993.

ARTICLE 46. TRANSFER OF JURISDICTION OF LAND-POND LANE. VOTED No Action: June 14, 1993.

ARTICLE 47. ACQUISITION OF LAND. VOTED No Action: June 14, 1993.

ARTICLE 48. TRANSFER OF JURISDICTION OF LAND. VOTED No Action: June 14, 1993.

ARTICLE 49. ENTERPRISE FUND - SANITATION. VOTED No Action (Unanimously): May 24, 1993.

ARTICLE 50. POLICE - AGE RESTRICTIONS. VOTED No Action: May 24, 1993.

ARTICLE 51. POLICE/FIREFIGHTER FITNESS STANDARDS. VOTED No Action: May 24, 1993.

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ARTICLE 52. EASEMENT - CENTRAL STREET. VOTED No Action (Unanimously): May 24, 1993.

ARTICLE 53. STONE ROAD - GIFT OF LAND. VOTED (Standing Vote, 82 in the affirmative, 74 in the negative): May 24, 1993.

ARTICLE 54. MILL STREET/CENTRAL STREET - GIFT OF LAND. VOTED: May 24, 1993.

ARTICLE 55. DISPOSAL OF TOWN PROPERTY. VOTED: May 24, 1993.

ARTICLE 56. REVOLVING FUND - CONSERVATION COMMISSION. VOTED: May 24, 1993.

ARTICLE 57. REVOLVING FUND - PRIVATE WAY REPAIR. VOTED (Unanimously): May 24, 1993.

ARTICLE 58. REVOLVING FUND - MAINTENANCE OF PUBLIC WAYS. VOTED (Unanimously): May 26, 1993.

ARTICLE 59. AUTHORITY TO FILE FOR GRANTS. VOTED (Unanimously): May 26, 1993.

ARTICLE 60. ENDORSEMENT OF CDBG APPLICATION. VOTED: June 21, 1993.

ARTICLE 61. COLLECTIVE BARGAINING - LOCAL 680. VOTED: June 21, 1993.

ARTICLE 62. COLLECTIVE BARGAINING - PATROLMEN'S ASSOCIATION. VOTED No Action: June 21, 1993.

ARTICLE 63. COLLECTIVE BARGAINING - RANKING POLICE OFFICERS ASSOCIATION. VOTED No Action: June 21, 1993.

ARTICLE 64. COLLECTIVE BARGAINING - LOCAL 1297. VOTED No Action: June 21, 1993.

ARTICLE 65. COLLECTIVE BARGAINING - LOCAL 113. VOTED: June 21, 1993.

ARTICLE 66. COLLECTIVE BARGAINING - ROBBINS LIBRARY PROFESSIONAL ASSOCIATION. VOTED (Unanimously): June 21, 1993.

ARTICLE 67. M SCHEDULE AND NON-UNION EMPLOYEES. VOTED: June 21, 1993.

ARTICLE 68. SALARY ADJUSTMENT - ELECTED OFFICIALS. VOTED (Unanimously): June 21, 1993.

ARTICLE 69. PENSION ADJUSTMENT FOR RETIREES. VOTED (Unanimously): May 26, 1993.

ARTICLE 70. BUDGET. See separate Budget Section in this Annual Report.

ARTICLE 71. CAPITAL EQUIPMENT, ETC. VOTED (Standing Vote, 124 in the affirmative, 22 in the negative): June 21, 1993.

ARTICLE 72. CAPITAL PROJECTS AND DEBT APPROPRIATION. VOTED No Action (Unanimously): June 9, 1993.

ARTICLE 73. BOARDS, COMMITTEES, COMMISSIONS APPROPRIATION. VOTED (Unanimously): June 9, 1993.

ARTICLE 74. TOWN CELEBRATIONS, ETC. APPROPRIATION. VOTED (Unanimously): June 9, 1993.

ARTICLE 75. OUT-OF-STATE TRAVEL. VOTED: June 9, 1993.

ARTICLE 76. APPROPRIATION, LEGAL FUND EXPENSES. VOTED: June 9, 1993.

ARTICLE 77. UNEMPLOYMENT COMPENSATION APPROPRIATION. VOTED: June 14, 1993.

ARTICLE 78. APPROPRIATION, MINUTEMAN SCHOOL. VOTED: June 9, 1993.

ARTICLE 79. RECLASSIFICATION OF TOWN EMPLOYEES. VOTED: June 14, 1993.

ARTICLE 80. HAZARDOUS WASTE COLLECTION/DISPOSAL APPROPRIATION. VOTED (Unanimously): June 9, 1993.

ARTICLE 81. PUBLIC MEMORIAL COMMITTEE APPROPRIATION. VOTED No Action (Unanimously): June 9, 1993.

ARTICLE 82. VISION 2020 APPROPRIATION. VOTED No Action (Unanimously): June 9, 1993.

ARTICLE 83. APPROPRIATION, CABLE CONSULTANTS. VOTED (Unanimously): June 9, 1993.

ARTICLE 84. TRANSFER OF FUNDS, CONSERVATION COMMISSION. VOTED No Action (Unanimously): June 9, 1993.

ARTICLE 85. TRANSFER OF FUNDS, CONSERVATION COMMISSION. VOTED (Unanimously): June 9, 1993.

ARTICLE 86. APPROPRIATION, INDEMNIFICATION OF MEDICAL COSTS. VOTED (Unanimously): June 9, 1993.

RESOLUTION RE: LAWRENCE E. CORCORAN. VOTED (Unanimously): April 26, 1993.

ARTICLE 87. TRANSFER OF FUNDS, CEMETERY. VOTED (Unanimously): June 9, 1993.

RESOLUTION RE: ROBERT F. O'NEILL. VOTED (Unanimously): April 26, 1993.

ARTICLE 88. FUNDING FUTURE COLLECTIVE BARGAINING. VOTED: June 21, 1993.

RESOLUTION RE: MURDEN A. CAMPBELL. VOTED: (Unanimously): April 26, 1993.

ARTICLE 89. REORGANIZATION INCENTIVE PROGRAM. VOTED No Action: June 9, 1993.

RESOLUTION RE: VITO SAMMARCO. VOTED: (Unanimously): May 10, 1993.

ARTICLE 90. EARLY RETIREMENT, TOWN/SCHOOL EMPLOYEES. VOTED: June 9, 1993.

RESOLUTION RE: FREE SPEECH. VOTED: May 24, 1993.

ARTICLE 91. EARLY RETIREMENT, TOWN/SCHOOL EMPLOYEES. VOTED: June 14, 1993.

RESOLUTION RE: WILLIAM T. GIBBS. VOTED: June 16, 1993.

ARTICLE 92. EARLY RETIREMENT, SCHOOL EMPLOYEES. VOTED: June 21, 1993.

SPECIAL TOWN MEETING - November 15 - November 29, 1993

ARTICLE 93. EARLY RETIREMENT. VOTED No Action (Unanimously): June 9, 1993.

Session	Total Date	Members	Members Present	Percentage Present
1st	11/15/93	244	200	82%
2nd	11/17/93	244	176	72%
3rd	11/22/93	245	181	74%
*4th	11/29/93	245	187	76%

*Dissolved Average -- 76%

ARTICLE 94. MRI ARBITRATION AWARD. VOTED No Action: June 14, 1993.

ARTICLE 1. REPORT OF COMMITTEES. Received.

ARTICLE 95. SCHOOL BUDGET SHORTFALL. VOTED No Action: June 16, 1993.

ARTICLE 2. ENLARGEMENT OF REDEVELOPMENT BOARD. VOTED No Action: November 15, 1993.

ARTICLE 96. APPROPRIATION, REVALUATION OF PROPERTY. VOTED (Unanimously): June 9, 1993.

ARTICLE 3. CHANGE IN ELECTION DATE. VOTED No Action: November 15, 1993.

ARTICLE 97. TOWN HALL ELEVATOR. VOTED No Action (Unanimously): June 9, 1993.

ARTICLE 4. SCHOOL COMMITTEE TERM LIMITS. VOTED No Action: November 15, 1993.

ARTICLE 98. REEDS BROOK ACQUISITION. VOTED (Standing Vote, 135 in the affirmative, 3 in the negative): June 9, 1993.

ARTICLE 5. VOTE OF TOWN MEETING SCHOOL FACILITIES CLOSING. VOTED No Action: November 15, 1993.

ARTICLE 99. ACQUISITION OF REED STREET LAND. VOTED No Action (Unanimously): June 14, 1993.

ARTICLE 6. SCHOOL COMMITTEE - DISTRICT ELECTIONS. VOTED No Action: November 15, 1993.

ARTICLE 100. RESCIND AUTHORITY TO BORROW. VOTED (Unanimously): June 9, 1993.

ARTICLE 7. NON-VOTING CHAIR/SCHOOL COMMITTEE. VOTED No Action: November 15, 1993.

ARTICLE 101. APPROPRIATION, OVERLAY RESERVE. VOTED (Unanimously): June 9, 1993.

ARTICLE 8. PROHIBITION OF CIGARETTE VENDING MACHINES. VOTED: November 15, 1993.

ARTICLE 102. USE OF FREE CASH. VOTED: June 21, 1993.

ARTICLE 103. APPROPRIATION, STABILIZATION FUND. VOTED (Unanimously): June 14, 1993.

LEGISLATIVE

ARTICLE 9. OVERNIGHT PARKING. VOTED No Action: November 15, 1993.

ARTICLE 10. PARKING AT PARMENTER SCHOOL. DEFEATED (Voice Vote): November 15, 1993.

ARTICLE 11. HOUSEHOLD PETS. VOTED No Action: November 15, 1993.

ARTICLE 12. ELECTED OFFICIALS/REMOVAL AND ELECTION DATES. VOTED (Unanimously): November 15, 1993.

ARTICLE 13. ESTABLISHMENT OF HEALTH CARE ALLIANCE. VOTED (Standing Vote, 156 in the affirmative, 2 in the negative): November 15, 1993.

ARTICLE 14. STUDY COMMITTEE - WATER/SEWER RATES. VOTED: November 17, 1993.

ARTICLE 15. WATER/SEWER DEBT SERVICE - ADD TO TAX RATE. VOTED No Action: November 17, 1993.

ARTICLE 16. TAX ABATEMENT FOR THE ELDERLY/WATER AND SEWER. VOTED No Action (Unanimously): November 17, 1993.

ARTICLE 17. FISCAL YEAR 1994 SCHOOL BUDGET. VOTED: November 17, 1993.

ARTICLE 18. MINUTEMAN SCHOOL BUDGET. VOTED No Action (Unanimously): November 17, 1993.

ARTICLE 19. HEALTH INSURANCE BUDGET. VOTED (Unanimously): November 17, 1993.

ARTICLE 20. GENERAL COLLECTIVE BARGAINING. VOTED (Unanimously): November 29, 1993.

ARTICLE 21. RANKING OFFICERS - POLICE COLLECTIVE BARGAINING. VOTED No Action: November 17, 1993.

ARTICLE 22. PATROLMEN'S COLLECTIVE BARGAINING. VOTED: November 17, 1993.

ARTICLE 23. COLLECTIVE BARGAINING - FIREFIGHTERS. VOTED (Unanimously): November 29, 1993.

ARTICLE 24. FRINGE BENEFITS FOR ELECTED OFFICIALS. VOTED: November 17, 1993.

ARTICLE 25. MWRA INFILTRATION/INFLOW REDUCTION. VOTED (Standing Vote, 144 in the affirmative, 2 in the negative): November 17, 1993.

ARTICLE 26. LONGEVITY BENEFITS/NON-UNION AND NON-M SCHEDULE EMPLOYEES. VOTED: November 17, 1993.

ARTICLE 27. ACTUARIAL STUDY - POSTRETIREMENT MEDICAL BENEFITS. VOTED No Action (Unanimously): November 17, 1993.

ARTICLE 28. ACTUARIAL STUDY - DEFERRED SALARY INCREASE. VOTED (Unanimously): November 17, 1993.

ARTICLE 29. INFRASTRUCTURE MASTER PLAN - SCHOOL FACILITIES. VOTED: November 29, 1993.

ARTICLE 30. DESIGN PLANS AND SPECIFICATIONS - SCHOOL FACILITIES. VOTED (Standing Vote, 154 in the affirmative, 10 in the negative): November 29, 1993.

ARTICLE 31. AMENDMENT OF ZONING BYLAW. DEFEATED (Standing Vote, 81 in the affirmative, 70 in the negative, lacking $\frac{2}{3}$ majority required to carry): November 29, 1993.

ARTICLE 32. MASSACHUSETTS AVENUE MASTER PLAN. VOTED (Unanimously): November 29, 1993.

ARTICLE 33. AMENDMENT TO ZONING BYLAW/TABLE OF USE REGULATIONS (DELETING DRIVE-IN FOOD ESTABLISHMENTS). DEFEATED (Standing Vote, 90 in the affirmative, 65 in the negative, lacking $\frac{2}{3}$ majority required to carry): November 29, 1993.

ARTICLE 34. AMENDMENT TO ZONING BYLAW/SPECIAL PERMITS. VOTED No Action: November 29, 1993.

ARTICLE 35. AMENDMENT TO ZONING BYLAW/ADMINISTRATION AND ENFORCEMENT. VOTED No Action: November 29, 1993.

ARTICLE 36. AMENDMENT TO ZONING BYLAW/ENVIRONMENTAL DESIGN REVIEW. VOTED No Action: November 29, 1993.

RESOLUTION RE: DR. HERBERT M. MEYER. VOTED (Unanimously): November 15, 1993.

RESOLUTION RE: SGT. FERDINAND A. CARANGELO. VOTED (Unanimously): November 22, 1993.

TOWN CENSUS AND ELECTIONS

TOWN CLERK

The following annual report of the Town Clerk for the year ending December 31, 1993 is herewith submitted in accordance with Section 3 of Article 3 of the Town By-Laws.

During 1993, the Annual Election of town offices and the Annual and a Special Town Meeting were prepared for and conducted by the Town Clerk's Office.

This year the Town again used the votomatic punch card system in the various precincts for the election. After the close of the polls, the punch cards were transported to the Town Clerk's Office for tabulation by machine. Although requiring considerably more preparation and expense by this office prior to election, the use of the new system has continued to be both time saving on election nights and overall much more economical as a result of savings in extra expenses for election officers, custodians, and police officers.

Town Meeting Members, whose terms were to expire at the Annual Town Election, were notified of that fact and of the provision of law which allowed them to become candidates for re-election by giving written notice thereof to the Town Clerk.

Nomination papers were issued to candidates for town offices including Town Meeting Members. After being certified by the Registrars of Voters, nomination papers were filed with the Town Clerk and a meeting was held by the Registrars of Voters, as required by law, to draw names for position on the official ballot for the Annual Town Election.

Candidates for town offices, except Town Meeting Member, were notified of the requirements of the law regarding the filing of campaign receipts and expenditures with the Town Clerk's Office at certain required times. Incumbents and candidates for election during the previous year, who had campaign finance activity, a balance and/or liability were also notified of the requirement of filing annual reports.

Upon application, absentee ballots were issued for the Annual Town Election. Applications for absentee ballots were sent to all persons who had filed physicians' certificates of permanent physical disability, as required by law. Many residents took advantage of the provision of law which allowed them to vote in person in the Town Clerk's Office prior to the election, if they were to be out of town or otherwise unavailable to vote in person at the polls on the day of the election.

The Annual Town Meeting began on April 26, 1993 and continued for sixteen sessions dissolving on June 21, 1993. A total of 102 warrant articles and six resolutions were acted upon. (The first article of the Annual Town Meeting is the Annual Town Election.) A Special Town Meeting was called for November 15, 1993 and continued for four sessions dissolving on November 29, 1993. Thirty-six articles and two resolutions were acted upon at the Special Town Meeting. Meetings were held prior to the Annual and

Special Town Meetings to fill vacancies in the town meeting membership (caused by resignation, removal from town, or death) until the next Annual Town Election.

Certificates of all appropriations voted at both town meetings and the provisions for meeting them were sent to the Board of Assessors and the Comptroller, as required by law. Certified copies of all votes authorizing indebtedness were sent to the Director of Accounts. The Secretary of the Commonwealth was notified of the acceptance by the Town Meeting of any provisions of the General Laws. In addition, certified copies of all votes passed at both Town Meetings were sent to the departments affected.

All the amendments to the Town By-Laws and Zoning ByLaws as voted at both the Annual and Special Town Meetings were submitted to the Attorney General and were approved within the statutory period provided. They were then advertised, as required by law, and became effective.

Summaries of the Annual and Special Town Meetings appear elsewhere in this Annual Report. A complete record of the actions taken is contained in the Records of Elections and Town Meetings in the Town Clerk's Office.

Births, deaths, and marriages were recorded and copies forwarded to the Secretary of the Commonwealth monthly. Certified copies of these vital statistics and all other documents recorded in the Town Clerk's Office were made available upon request.

A total of 1,002 dogs were licensed and 652 sporting (conservation) licenses issued. In addition, certain licenses granted by the Board of Selectmen were issued. Raffle and bazaar permits and gasoline permit renewals were issued, financing statements, utility pole locations, cemetery deeds, and business certificates were recorded. Zoning Board of Appeal decisions, decisions on requests for Special Permits from the Redevelopment Board, and Amendments to the Traffic Rules and Orders were also placed on file in this office.

The Department of Revenue was notified of all licenses and permits issued and business certificates filed. Street permit, drainlayer, blasting, and other surety bonds covering contractors were also placed on file in this office.

Oaths of office were administered to all elected or appointed town officials and each was given copies of excerpts from the Open Meeting Law and the Conflict of Interest Law. Notices of meetings of all boards, committees, or commissions were publicly posted upon receipt, as required by the Open Meeting Law. Town officials and departments were notified of all Legislative Acts affecting them.

Fines were collected for citations issued under Section 21D of Chapter 40, General Laws, for violations of the town bylaws. Citations for persons who did not pay the penalties within the required time (21 days) were referred to the Clerk of the District Court of Middlesex County for further action.

The total amount collected during the year and deposited with the Town Treasurer was \$64,822.25 an increase of

TOWN CENSUS AND ELECTIONS

\$6,015.56 over the previous year. Included in the total was \$11,132.10 for 652 Conservation Licenses and \$7,802.00 for 1,002 dog licenses.

The breakdown of fees collected is as follows:

Marriage Intentions	\$ 4,957.20
Filing Fees	2,694.00
Miscellaneous Certificates	31,723.75
Pole Locations/Misc. Zoning	849.00
Renewal of Gasoline Permits	1,253.00
Miscellaneous, Books	2,144.80
Duplicate Dog Tags	6.00
Miscellaneous Licenses and Citations	2,260.40
*Dog Licenses	7,802.00
**Conservation Licenses	<u>11,132.10</u>
TOTAL	\$64,822.25

*Fees to County Treasurer - \$ 5,297.00

**Fees to State Division of Fisheries & Wildlife - \$10,823.00

Vital Statistics

Births	463
Deaths	580
Marriages	318

REGISTRARS OF VOTERS

As mandated by law, a combined Annual Town and School Census was conducted during the months of January and February, 1993. The census was conducted entirely by mail, with computer preprinted forms sent to each household in Arlington requesting that information contained therein be confirmed or corrected. The census forms contained the names of all persons residing in Arlington. Once received back, all census and voter information was entered and continually updated in the Town's computer base by the staff of the Registrars Office.

A list of persons zero years of age to twenty-one was transmitted to the School Committee. Also, a juror list, programmed in format with sequential numbers, was forwarded to the Jury Commissioner.

The Annual True List of Persons, seventeen years of age and over, was published as required by law. In accordance with the True List information that had been presented, 4,197 notices were sent by first-class mail, as required by law, to persons whose names were to be removed from the voting list because they had not been reported as residing in Arlington on January 1, 1993. Those who proved residence were reinstated. The total number of registered voters upon completion of the revision of the voting list was 28,049, including 15,731 enrolled Democrats, 3,255 enrolled Republicans, and 8,981 unenrolled voters. There were also

thirteen voters designated Libertarians, sixty-six voters designated Socialists, and three voters designated Green Party USA. Cards were mailed notifying voters of the establishment, change, or cancellation of political party enrollments received by this office.

Throughout the year, daily sessions for registration of voters were held during regular business hours in the Office of the Town Clerk. Special evening and Saturday sessions were held during the period prior to the last day to register voters for the Annual Town Election. A total of 460 persons were registered throughout the year. In addition to the regular daily and special scheduled sessions, an additional session was held in October on Town Day.

The Board certified 11,550 voter signatures appearing on nomination papers filed by or in behalf of candidates seeking offices at the Annual Town Election, petitions for referenda to be placed on the 1993 State Election ballot, petitions for articles to be inserted in the warrant for the 1993 Annual and Special Town Meetings, and 299 applications for absentee ballots.

During the year, the information contained on approximately 25,000 listing slips of residents of the Town on January 1 was transferred to their individual master cards. These cards provide a complete official record of residence for all persons seventeen years of age or older from the time they first become residents of the Town. From such information, certificates of residence are issued daily to establish eligibility for attendance at state and regional schools, colleges and universities, receipt of old age assistance, veterans' services, social security, employment in state or federal civil service, and for many other purposes.

During the Annual Town Election, the Registrars of Voters were in session throughout the entire time the polls were open to assist voters who had questions relating to registration, name and/or address changes, precincts, polling places, and other problems arising during that time. After the polls closed, the Registrars assisted in the tabulation of the punch card ballots returned by Wardens and Clerks until the final results were announced.

Registered Voters' Certificates were issued throughout the year from the Board's records for identification purposes and for proof of citizenship.

On September 17, 1993, we were saddened by the passing of Drita T. Eaton, who had served as a Registrar of Voters from 1976 to 1992. Drita was always especially attentive and conscientious about her duties, often personally visiting the homes and nursing homes of elderly or disabled persons to register them to vote. Drita was an exemplary public servant and she will be missed.

Our sincere appreciation is extended to June Walsh and Paula Lee, Assistant Registrars of Voters, for their loyal and conscientious performance during an especially difficult year.

TOWN CENSUS AND ELECTIONS

ARLINGTON TOWN ELECTION, March 6, 1993

Voting Results

Total of Ballots Cast - 7,582 + 3 hand count (26.34% of total registered voters - 28,796)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
	209	351	242	228	262	250	279	426	418	487	537	611	455	319	429	424	176	356	430	299	394	7,582

TOWN CLERK FOR THREE YEARS (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*Ann Mahon Powers	156	265	193	162	218	186	197	296	314	347	402	432	350	220	315	320	116	249	320	232	296	5,586
Gerard J. Gagnon	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Michael Rich	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Forrest Buzan	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Blanks	53	86	49	66	44	64	82	128	105	141	134	179	105	99	114	104	60	107	110	67	98	1,995

TOWN TREASURER FOR THREE YEARS (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Bruce A. Wright	60	74	64	73	59	41	73	61	105	117	98	148	99	60	81	87	31	84	108	66	94	1,683
*John J. Bilafer	144	259	162	142	195	183	188	345	288	338	410	420	328	224	247	257	105	248	293	211	285	5,272
Michael Rich	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Blanks	5	18	16	13	8	26	18	20	26	33	29	43	28	35	101	80	40	24	29	22	15	629

SELECTMEN FOR THREE YEARS (2)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*Stephen J. Gilligan	79	143	122	99	96	125	120	286	159	261	294	317	251	134	162	208	57	195	190	137	178	3,613
*Charles Lyons	100	198	128	119	151	121	149	227	261	260	285	323	240	144	179	177	68	212	223	152	221	3,938
John M. McKenna	86	139	98	86	102	87	115	74	137	137	155	168	121	100	97	80	53	88	183	104	139	2,349
Robert K. Garrity	72	84	56	66	77	62	81	81	144	122	140	181	107	96	73	79	36	102	95	85	96	1,935
Kenneth MacKenzie	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
William Rogers	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Elizabeth Baldwin	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Richard Vincent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Harry Barber	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Blanks	81	138	80	86	96	105	93	183	137	198	200	233	191	164	347	304	138	114	168	120	154	3,330

ASSESSOR FOR THREE YEARS (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*Maurice H. O'Connell	141	237	179	137	203	172	185	238	299	292	349	384	326	183	234	257	103	224	292	206	260	4,901
Janice Weber	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Michael Rich	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Blanks	68	114	63	91	58	78	94	188	120	196	188	227	129	136	195	167	73	132	138	93	134	2,682

ASSESSOR FOR TWO YEARS (1) (to fill vacancy)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
John J. McLaughlin III	23	49	34	25	37	30	30	37	43	57	48	150	23	28	34	33	16	23	34	30	23	807
Janice A. Weber	36	50	50	35	55	42	44	42	57	65	86	87	61	41	64	56	26	45	152	57	158	1,309
*James F. Doherty	73	133	72	77	91	80	80	159	160	159	119	162	9	99	137	153	57	174	121	128	92	2,475
Donald Reenstierna, Jr.	36	50	36	38	53	47	66	92	95	108	185	83	147	70	64	56	23	48	39	32	63	1,431
Blanks	41	69	50	53	26	51	59	96	64	100	99	129	75	81	130	126	54	66	84	52	58	1,563

SCHOOL COMMITTEE FOR THREE YEARS (3)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Paul Schlichtman	25	78	58	57	40	38	48	50	58	74	72	74	80	32	68	49	23	49	50	35	43	1,101
*Martin Thrope	53	111	90	73	85	74	101	264	107	241	209	325	189	156	176	184	70	127	153	102	128	3,018
*Barbara C. Goodman	75	146	140	111	106	125	143	274	190	267	270	287	211	175	207	231	86	157	193	135	147	3,676
Jacqueline Harrington	66	86	53	55	64	61	64	78	144	114	137	191	98	77	96	101	51	71	110	84	83	1,884
*Carolyn E. Simmons	91	170	97	94	117	109	134	115	183	153	188	212	178	107	163	188	69	148	179	113	163	2,971
Douglas J. Delaney	76	128	91	77	98	88	88	224	180	187	217	242	146	106	131	212	60	174	124	121	117	2,887
Martha I. Scott	88	100	71	67	107	62	76	56	122	131	169	138	154	93	168	94	61	113	194	121	214	2,399
Steven Andrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Blanks	153	234	126	150	169	193	183	217	273	300	349	364	309	211	278	213	108	228	287	186	287	4,818

TOWN CENSUS AND ELECTIONS

ARLINGTON HOUSING AUTHORITY FOR FIVE YEARS (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*John F. Cusack	142	232	172	140	188	157	171	202	291	260	322	363	291	165	270	272	107	212	282	204	249	4,692
Michael Rich	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Steven Andrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Blanks	67	119	70	88	74	93	108	224	128	227	215	248	164	154	159	152	69	144	148	95	145	2,891

TOWN MEETING MEMBERS

Note: Precincts 1, 2, 4, 5, 8, 10, 11, 13, 14, 15, 16, 17, 18, and 20 -- highest four in order of votes received elected to three year terms, next four highest elected to two year terms, next four highest elected to one year terms.

PRECINCT ONE - THREE YEARS (12)

*Anne Ronayne, 33 Fremont Court	120	*Erin Phelps, 69 Sunnyside Avenue	106
*Barbara P. Walsh, 28A Gardner Street	127	*Lynne McCluskey, 2 Memorial Way	115
*Deirdre Cummings, 69 Broadway #3	113	*Ann LeRoyer, 77 Sunnyside Avenue	108
*Robert V. Valeri, 7 Wheaton Road	124	*Diane M. Valeri, 7 Wheaton Road	123
*Robert F. Lake, 12 Norcross Circle	3	Blanks	1,569

PRECINCT TWO - THREE YEARS (12)

*Joseph G. Keefe, Jr., 32 Eliot Road	195	*Augustine R. Cella, 99 Spy Pond Parkway	190
*John P. Carabello, Jr., 156 Lake Street	199	*MacKay Fraser, 23 Sheraton Park	167
*John P. Donahue, 63 Eliot Road	192	*John W. Hurd, 28 Colonial Drive	196
*Steven Cella, 99 Spy Pond Parkway	181	*William A. Carey, Jr., 155 Lake Street	198
*Elsie C. Fiore, 58 Mott Street	200	*Jacob J. Stankiewicz, Jr., 139 Lake Street	189
*Peter J. Fiore, 58 Mott Street	180	Blanks	2,125

PRECINCT THREE - THREE YEARS (4)

*Robin M. Dratch, 7 Henderson Street	162	*Allan Tosti, 38 Teel Street	158
*Joan L. Atlas, 10 Cleveland Street	163	*Mary L. Rojo, 76 Henderson Street	3
Blanks	482		

PRECINCT THREE - TWO YEARS (2) (to fill vacancies)

*Kevin Harrington, 99A Massachusetts Avenue	2	*Nathan M. Kohn, 55 Amsden Street	1
Mary L. Rojo, 76 Henderson Street	16		

PRECINCT FOUR - THREE YEARS (12)

*Robert P. Scopettuolo, 27 Magnolia Street	100	*Joseph M. Marshall, 74 Varnum Street	101
*Elizabeth R. Candow, 3 Lafayette Street	127	*George Laite, 25 Lafayette Street	148
*Thomas Stephen Dumyahn, 13 Melrose Street	89	*Wendy A. Mimran, 105 Fairmont Street	98
*Robert A. Gervais, 19 Boulevard Road	140	*Robert M. Innis, 41 Milton Street	3
*Brian D. O'Neill, 49 Fairmont Street	11	*Melcom E. Samoorian, 80 Massachusetts Avenue	12
*Lynda A. Smith, 71 Egerton Road	19	*Sandra M. Smith, 71 Egerton Road	19
James Sarazen, 10 Milton Street	1	Richard Sampson, 32 Thorndike Street	2
Blanks	1,866		

PRECINCT FIVE - THREE YEARS (12)

*Glenn C. Koenig, 26 Park Street	160	*Donna Preston, 18 Ernest Road	183
*M. Wendy Watson, 23 Amherst Street	149	*Abigail DuBois, 83 Park Street	150
*Helen E. Chinal, 11 River Street	145	*Florence E. Davidson, 82 Beacon Street	157
*Wilfred J. St. Martin, Jr., 155 Palmer Street	175	*Natalie Rocha, 23 Exeter Street	152
*Bruce H. Knoth, 39 Park Street	152	*Kenneth W. MacKenzie, 33 Bowdoin Street	10
*William F. Rogers, 19 Exeter Street	3	*Robert J. Jefferson, 89 Beacon Street	2
Kevin Baker, 20 Exeter Street	1	Blanks	1,705

PRECINCT SIX - THREE YEARS (4)

*Robert B. Walsh, 34 Hamilton Road #208	160	*Neil F. Wetherbee, 11 Orvis Road	143
*Kevin F. Greeley, 34 Hamilton Road #210	163	*Alfred E. Sharpe, 5 Newcomb Street	148
Blanks	386		

TOWN CENSUS AND ELECTIONS

PRECINCT SIX - ONE YEAR (2) (to fill vacancies)

*Nicholas S. Kriketos, 78 Orvis Road	2	Linda Kukolich, 20 Belknap Street	1
Hyam Kramer, 30 Whittemore Street	1		

PRECINCT SEVEN - THREE YEARS (4)

*William J. Kennedy, 18 Webster Street	179	*Margaret E. Tobin, 70 Harlow Street	158
*Lyman G. Judd, Jr., 79 Harlow Street	152	*Stephen J. Sasso, 71 Foster Street	154
John W. Fischer, Jr., 94 Warren Street	1	Blanks	472

PRECINCT EIGHT - THREE YEARS (12)

*John J. Gearin, 44 Kensington Road	202	*Charles T. Foskett, 101 Brantwood Road	219
*Gerard J. Gagnon, 16 Irving Street	207	*Kenneth J. Olson, 125 Pleasant Street #403	160
*William R. Berkowitz, 12 Pelham Terrace	224	*John L. Worden III, 27 Jason Street	217
*Clarissa Rowe, 54 Brantwood Road	207	*Judith T. Bohn, 38 Academy Street	220
*John A. FitzMaurice, 17 Lakeview	177	*Joseph F. Tulimieri, 27 Hillsdale Road	189
*Bernice K. Jones, 21 Kensington Road	235	*Elizabeth L. Baldwin, 107 Jason Street	65
Nancy Dredge, 30 Brantwood Road	1	Robert Rowe, 114 Pleasant Street	1
Craig Walker, 14 Addison Street	1	Kip Cooper	1
Blanks	2,786		

PRECINCT NINE - THREE YEARS (4)

*William F. Towle, 22 Franklin Street	214	*Franklin W. Hurd, Jr., 10 Newton Road	292
*Pauline Y. Hallee, 47 Maynard Street	231	*Paul Goldmuntz, 19 Mystic Lake Drive	5
Pat Lieberson, 5 Mystic Lake Drive	1	John Burchill, 6 Jean Road	2
Dean Amrose, 10 Mystic Lake Drive	7	Blanks	920

PRECINCT NINE - TWO YEARS (1) (to fill vacancy)

*Dean Amrose, 10 Mystic Lake Drive	14	Daniel Keefe, 32 Sherborn Street	9
Paul Goldmuntz, 19 Mystic Lake Drive	6	John Burchill, 6 Jean Road	2
Nanci Ortwein, 135 Medford Street	5		

PRECINCT TEN - THREE YEARS (12)

*Stephanie Moisakis, 271 Highland Avenue	247	*Thomas H. Miller, 7 Bellevue Road	212
*Richard L. LaPlante, 209 Jason Street	209	*Jane L. Howard, 12 Woodland Street	246
*Frank V. Bonzagni, 89 Churchill Avenue	189	*William E. Shea, 9 Lincoln Street	243
*Nancy G. Higgins, 86 High Haith Road	224	*Peter B. Howard, 12 Woodland Street	238
*John F. Doyle, 26 Bellevue Road	18	*Susan Anne Brent, 66 Highland Avenue	11
*Nancy N. Tiedeman, 46 Bailey Road	12	*Carol A. Driscoll, 34 Venner Road	8
Paul D'Addario, 7 Menotomy Rocks Drive	2	Leo Kirkland, 24 Brunswick Road	1
Gary Stratton, 196 Spring Street	7	James F. Doherty, 6 Highland Avenue	5
Pari Doherty, 6 Highland Avenue	7	Margaret Spengler, 189 Jason Street	2
Elaine Shea, 11 Lincoln Street	1	Albert Streter, 142 Jason Street	2
Bruce Carroll, 170 Gray Street	1	Elizabeth Baldwin, Jason Street	1
Robert H. Smith, 898 Massachusetts Avenue	1	Kathleen Burke, 47 Lockeland Avenue	1
Michael Rich, 74 Newport Street	1	Blanks	3,955

PRECINCT ELEVEN - THREE YEARS (12)

*Evelyn C. Barry, 40 Davis Avenue	271	*Richard C. O'Brien, 94 Stowcroft Road	234
*Daniel A. Purcell, 90 Stowcroft Road	230	*Barry Faulkner, 38 Kimball Road	261
*Mark J. Feeley, 25 Baker Road	238	*Claire E. Maytum, 25 Ridge Street	233
*Robert E. Greeley, 38 Edgehill Road	290	*Charles W. Hayes, 31 Johnson Road	221
*George Kocur, 24 Ridge Street	204	*Dorothy T. Kelly, 67 Cutter Hill Road	237
*Carmen E. Torres, 14 Beverly Road	231	*Forrest T. Buzan, 87 Beverly Road	174
Gina Sonder, 33 Kimball Road	2	Blanks	3,618

PRECINCT TWELVE - THREE YEARS (4)

*Douglas J. Howard, 4 Kenilworth Road	348	*R. Bruce Whetle, 94 Coolidge Road	348
*Carolyn E. Simmons, 789 Concord Turnpike	366	*William H. Taber, 23 Buena Vista Road	331
Elena K. Bartholemew, 51 Newport Street	1	Blanks	1,050

TOWN CENSUS AND ELECTIONS

PRECINCT THIRTEEN - THREE YEARS (12)

*Philip J. McCarthy, 156 Crosby Street	250
*Sheri A. Baron, 70 Columbia Road	213
*Alan N. Kaplan, 24 Greeley Circle	196
*Margaret Gavin, 36 Upland Road	211
*Nancy M. Gilligan, 77 Falmouth Road	261
*Olga B. Kahn, 90 Falmouth Road West	25
Marie Krepelka, 12 Mowhawk Road	2
Paul D. Bergantino, 11 Upland Road	1
Blanks	2,985

PRECINCT FOURTEEN - THREE YEARS (12)

*Janet W. Blodgett, 18 Oakland Avenue	151
*Doris M. Cremens, 64 Mount Vernon Street	190
*Clifford E. Rober, 33 Walnut Street	147
*John Dunlap, 293 Gray Street	41
*Gwenwyth R. Hooper, 1 School Street #102	32
*Daniel A. Grabauskas, 1184 Massachusetts Avenue	2
John Anderson, 38 Harvard Street	1
Paul T. Keenan, 1184 Massachusetts Avenue	1

*Kathleen Dias Kapilan, 341 Washington Street	252
*Thomas W. Falwell, 25 Falmouth Road	232
*John J. Deyst, Jr., 26 Upland Road West	260
*Stephen J. Gilligan, 77 Falmouth Road	273
*Mary A. Deyst, 26 Upland Road West	277
*Francis T. Sonnenberg, 412 Mystic Street	20
Robert Hayden, 38 Old Middlesex Path	1
Susan Katz, 10 Apache Trail	1

PRECINCT FIFTEEN - THREE YEARS (12)

*Howard B. Winkler, 10 Sleepy Hollow Lane	207
*Roberta Normile, 125 Overlook Road	195
*Edward Starr, 7 Twin Circle Drive	168
*Richard C. Fanning, 57 Yerxa Road	206
*James H. McKenney, 59 Epping Street	210
*Ruth Anna Putnam, 116 Winchester Road	9
Donald Rickter, 88 Hemlock Street	1
Joseph McDermott, 191 Washington Street	2
Peter Glass, 39 Woodside Lane	1
Daniel Whitney, 16 Fabyan Street	2
Blanks	3,304

*Martin E. Reid, 69 Highland Avenue	149
*Paul S. Wolf, 47 Menotomy Road	153
*Robert C. Macaulay, 55 Mount Vernon Street	184
*Sarah A. Parker, 48 Walnut Street	33
*Thomas E. Rawson, 13 Higgins Street	16
R. Robert Osborn, 37 Harvard Street	1
Gerard Kaiser, 41 Harvard Street	1
Blanks	2,726

PRECINCT SIXTEEN - THREE YEARS (12)

*David B. Curren, 251 Wachusett Avenue	227
*Daniel M. O'Neill, 287 Appleton Street	201
*Stephen D. Dwyer, 127 Wachusett Avenue	204
Steven A. Remsberg, 24 Linden Street	144
*Judith Ann Phelps, 77 Oakland Avenue	211
*Donald A. Sandrelli, 177 Park Avenue	224
*Brian J. Connor, 73 Waverley Street	198
Blanks	2,484

*Joseph T. Barinelli, 124 Winchester Road	184
*Edmund R. Mahoney, 24 Fabyan Street	229
*Charles Chamallas, 41 Candia Street	191
*William J. Donovan, Jr., 115 Hemlock Street	226
*Margaret Anne Healy, 147 Washington Street	3
*Paul M. Doherty, 26 Oak Hill Drive	5
Anne LaCourt, 48 Chatham Street	1
Roberta Glass, 39 Woodside Lane	1
Ruth Gorman, Hutchinson Road	1
Marcia L. Mahoney, 24 Fabyan Street	2

PRECINCT SEVENTEEN - THREE YEARS (12)

*Joan L. Banks, 65 Brattle Street	111
*Zavan Mazmanian, 1077 Massachusetts Avenue	78
*Michael Reilly, 7 Locke Street	88
*Frederick J. Sennott, Jr.,	93
*Clifford L. Milligan, 1 Watermill Place #1	3
*John R. White, 8 Dudley Street #21	1

*Richard S. Phelps, 77 Oakland Avenue	192
*Robert K. Garrity, 275 Park Avenue	242
*Allen W. Reedy, 153 Renfrew Street	171
*Coburn Bennett, 141 Hillside Avenue	192
*Brian H. Rehrig, 283 Appleton Street	182
*Kathleen G. Colwell, 60 Claremont Avenue	215
Lincoln Jalelian, 263 Park Avenue	1

PRECINCT EIGHTEEN - THREE YEARS (12)

*William J. Kenney, Jr., 143 Waverley Street	176
*William J. Ford, 6 Mayflower Road	165
*John H. Vann, 210 Florence Avenue	140
*Harry Barber, 12 Shelly Road	167
*Edward J. Campbell, 77 Hathaway Circle	170
Robin Noyes Lyons	2
Steven Andrew	2
Blanks	2,837

*Joseph S. Daly, 11 Old Colony Lane	94
*Richard E. Smith, 38 Washington Street	89
*Robert E. Leigh, 77 Forest Street	71
*Mabel Liang, 77 Forest Street	78
*Patricia C. Edgar, 1 Watermill Place #117	1
Blanks	1,405

*Bruce D. Lederer, 57 Piedmont Street	140
*Mary I. Ronan, 1 Brewster Road	182
*Maryellen B. Cyr, 235 Sylvia Street	149
*Brian Terence White, 21 Piedmont Street	131
*Vicky J. Slavin, 144 Charlton Street	8
David Hadley	2
Mike Galluccio	1

TOWN CENSUS AND ELECTIONS

PRECINCT NINETEEN - THREE YEARS (4)

*Patricia M. Deal, 9 Ronald Road	305	*Lawrence D. Black, 38 Hancock Street	238
Blanks	1,177		

PRECINCT NINETEEN - TWO YEARS (1) (to fill vacancy)

*David C. Buck, 23 Wright Street	3	Richard Vincent, 43 Overlook Road	2
Mark Hagan, Overlook Road	1		

PRECINCT NINETEEN - ONE YEAR (2) (to fill vacancies)

*Cheryl Sullivan, 84 Wright Street	3	*James J. Sullivan, 84 Wright Street	2
Robert L. Underwood, 541 Summer Street	1	Christine P. Deshler, 65 Huntington Road	1
David Formanek, 141 Newland Road	1	Deborah S. Butler, 19 Overlook Road	1
Muriel Cunningham, Overlook Road	1	Brian D. Mulvey, 16 Edmund Road	1
Roger Barnaby, 16 Aerial Street	1		

PRECINCT TWENTY - THREE YEARS (12)

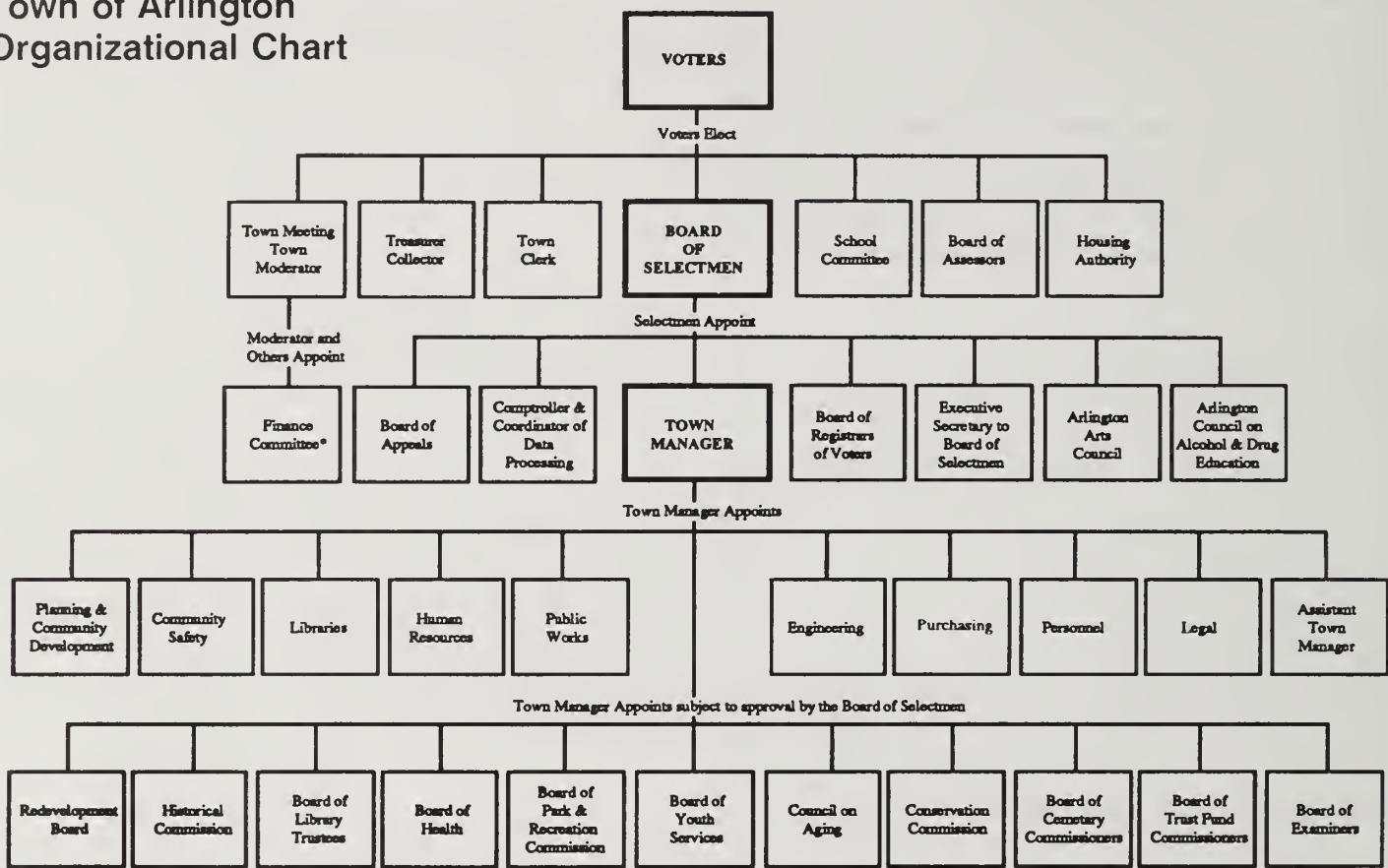
*Paul E. Slonaker, 17 Tanager Street	168	*Gregory B. Heath, 80 Williams Street	171
*Robert L. Tosi, Jr., 14 Inverness Road	204	*Robert J. Coffey, 35 Dundee Road	188
*Alan Chachich, 25 Richardson Avenue	156	*Harold C. Greene, 23 Lanark Road	30
*Richard L. Tennis, 10 Peck Avenue	10	*Raymond J. Robertson, 41 Wilbur Avenue	3
*Robert L. Tosi, 14 Inverness Road	9	*Mark Russonello, 70 Paul Revere Road	8
*Keith W. Stone, 52 Aberdeen Road	8	Edward McLaughlin, 46 Tanager Street	1
Douglas T. Corbett, 65 Tanager Street	1	Jeffrey M. Needle, 11 Wollaston Avenue #2	2
Patricia M. Tarantino, 26 Peck Avenue	1	Martin P. Honigberg, 11 Nicod Street	2
Alice Mroszczyk, 70 Paul Revere Road	1	John L. Radochia, 18 Selkirk Road	2
Blanks	2,623		

PRECINCT TWENTY-ONE - THREE YEARS (4)

*James P. McGough, 11 West Court Terrace	211	*George P. Ginivisan, 42 Summit Street	184
*Lynn Sternbergh, 19 Westmoreland Avenue	230	*Walter C. Phillips, 2 Crescent Hill Avenue	238
Ilmars Berzins, 16 West Court Terrace	128	Blanks	585

TOWN DIRECTORY

Town of Arlington Organizational Chart



* Appointed by the Moderator, the Chairman of the Finance Committee and the Board of Trust Fund Commissioners.

Town Officials and Committees As of December 31, 1993

Elected by Arlington's Citizens

	Term Expires		Term Expires
Board of Selectmen		School Committee	
Kathleen Kiely Dias, Chair, 26 Addison Street	1994	Katharine D. Fennelly, Chair, 97 Gray Street	1995
Stephen J. Gilligan, 77 Falmouth Road	1996	Barbara C. Goodman, 31 Walnut Street	1996
Charles Lyons, 82 Hathaway Circle	1996	Carolyn E. Simmons, 789 Concord Turnpike	1996
Kevin F. Greeley, 34 Hamilton Road #210	1995	Martin Thrope, 348 Gray Street	1996
Franklin W. Hurd, Jr., 10 Newton Road	1994	William A. Carey, Jr., 155 Lake Street	1995
Moderator		Michael Healy, 1 Hodge Road	1995
John L. Worden III, 27 Jason Street	1995	Barbara J. Anglin, 14 Mott Street	1994
Town Clerk		Janice A. Bakey, 15 Fountain Road	1994
Ann Mahon Powers, 256 Mountain Avenue	1996	David W. McKenna, 77 Sunset Road	1994
Town Treasurer		Arlington Housing Authority	
John J. Bilafer, 15 Victoria Road	1996	John Griffin, Chair, 21 Peirce Street	1994
Board of Assessors		John F. Doyle, 26 Bellevue Road	1996
James F. Doherty, Chair, 6 Highland Avenue	1995	Patricia Garrity, 361 Massachusetts Avenue	1995
Maurice H. O'Connell, 2 Old Colony Road	1996	John F., Cusack, 61 Spy Pond Lane	1994
Kevin P. Feeley, 25 Baker Road	1994	*James K. Ferraro, 24 Grafton Street	1996
		*Appointed by Governor	

Appointed by Town Moderator

Finance Committee*	Term Expires	Procedures Committee	Term Expires
Precinct			
3 Allan Tosti, Chair	1994	Richard S. Phelps	1996
7 Deborah B. Ferraro, Vice Chair	1995	Owen R. Carrigan	1994
9 Jerome P. Hallee, Vice Chair	1994	John L. Worden III	1994
15 Richard C. Fanning, Vice Chair	1994		
10 Peter B. Howard, Secretary	1996	Minuteman Regional Vocational School	
1 Vacant	1993	Committee Representative	
2 E. MacKay Fraser	1995	John P. Donahue	1994
4 Robert P. Scoppettuolo	1996		
5 Abigail DuBois	1996	Arlington Recycling Committee	
6 Marjorie L. Robinson	1994	Suzanne W. Lijek, Chair	
8 Charles T. Foskett	1995	Freeland Abbott	
11 Vacant	1992	Joseph H. Baldiga	
12 Kenneth J. Simmons	1994	Susanne Blair	
13 John J. Deyst, Jr.	1995	Beverly Brinkerhoff	
14 Daniel A. Grabauskas	1995	John Broderick	
16 Daniel M. O'Neill	1996	Joseph N. Loyacano	
17 Zavan A. Mazmanian	1996	Laura Reiner	
18 Mary Ronan	1995	Martha Ulfelder	
19 Paul E. Olsen	1994		
20 Robert L. Tosi, Jr.	1996		
21 Harry P. McCabe	1994		
Richard E. Smith, Executive Secretary			

*Appointed by the Town Moderator, Chairman of the Finance Committee, and the Board of Trust Fund Commissioners.

Appointed by the Board of Selectmen

Town Manager	Term Expires	Zoning Board of Appeals	Term Expires
Donald R. Marquis	1995	Mary Winstanley O'Connor, Esq., Chair	1996
Comptroller & Coordinator of Data Processing		Teresa Walsh Habib	1996
A.L. Minervini, Jr.	1994	Marshall K. Audin	1994
		Joseph F. Tulimieri, Associate	1994
Executive Secretary to the Board of Selectmen		Board of Registrars of Voters	
Nancy T. Galkowski		William P. Forristall, Chair	1996
Arlington Arts Council		Ann Mahon Powers	1996
Jill Azling, Chair	1995	Frederick J. Sennott, Jr.	1995
Mark Weltner, Vice Chair	1995	Robert B. Hayden	1994
Christine Deshler	1995		
Janet Ford	1995	Historic District Commissions	
Patricia O'Donoghue	1995	Samuel B. Knight, Chair	1994
Pasquale Tassone	1995	Olga Kahn, Vice Chair	1995
Anne LaCourt	1994	John L. Worden III, Secretary	1994
Donnell Patterson	1994	Robert Botterio	1996
Phyllis Spence	1994	Andrea Alberg	1995
David Ardito, Associate	1994	Marshall K. Audin	1995
Roberta Casey, Associate		Steven Musselman	1995
Nancy Crasco, Associate		Beth Cohen	1994
Greta Harris, Associate		Richard Sampson	1994
Jane Howard, Associate		Lynn Sternbergh	1994
Carol Mahoney, Associate			
Neil Wetherbee, Associate			

TOWN DIRECTORY

Appointed by the Board of Selectmen (Continued)

Fair Housing Advisory Committee

Nick Minton, Chair
Jeremiah Donovan
Carole Falcone
Anita Howard
Stephen J. Gilligan
Muriel Ladenburg

Marcie Lopez
William Maytum
Pearl Morrison
Linda Olsen
Miriam Stein
Deborah Chang,
Fair Housing Director

Arlington Council on Alcohol and Drug Education

Ruth Kelley, President
John E. Bowler, Vice President
David W. McKenna, Secretary
Frederick Buckley, Jr., Treasurer
James Allen
Jean L. Donahue
Susan Eagan

Patsy Kraemer
Eileen C. Lynch
Allison O'Leary
Frank Powers
James Webster
Elizabeth Oppedisano,
Executive Director

Public Memorial Committee

Al Salipante, Chair
Gerard J. Gagnon
Barbara Weber

Appointed by the Town Manager

Town Manager's Office

Nancy T. Galkowski,
Assistant Town Manager
Teresa H. DeBenedictis,
Assistant Town Manager/
Purchasing Agent

Legal

John F. Maher, Town Counsel
Edward M. Marlenga,
Workers' Compensation Agent

Planning and Community Development

Alan McClenen, Jr., Director

Public Works

Joseph N. Loyacano, Director

Community Safety

John F. Carroll,
Director of Police Services
Perry Cayton,
Director of Fire Services

Personnel/Affirmative Action

Patricia M. Libby

Human Resources Director

Vacant

Council on Aging

Jeanne M. Madden,
Executive Secretary

Libraries

Maryellen Remmert-Loud, Director

Youth Services Division

Patsy Kraemer, Administrator

Veterans' Services

John Sullivan, Agent

Consumer Affairs

Susan Marlenga, Coordinator

Weights and Measures

Douglas Peters, Sealer

Board of Health

Walter Galvin, Director

Recreation Division

Deborah Hayes, Superintendent

Veterans' Memorial Sports Center

Robert McKeown, Manager

TOWN DIRECTORY

Appointed by the Town Manager subject to the approval of the Board of Selectmen

Redevelopment Board	Term Expires	Historical Commission	Term Expires
Edward T. M. Tsoi, Chair	1995	Robert J. Botterio, Co-Chair	1995
Doris M. Cremens	1995	Raymond Lum, Co-Chair	1995
Barry Faulkner	1994	Jane Becker	1995
William L. Sovie	1994	Marlene Alderman	1994
*John A. FitzMaurice	1997	Beth F. Cohen	1994
		Meriwether Rhodes	1994
		Gayle C. Kiely, Associate	1993
Board of Health			
Charles D. Keefe, Chair	1994		
Robert J. Carey, M.D.	1996	Council on Aging	
Alan J. Wright, D.M.D.	1995	Reverend Henry Tomsuden, Chair	1994
		Harry Barber	1996
Board of Library Trustees			
Joyce H. Radochia, Chair	1995	Gerard C. Coletta	1996
Frank Donnelly	1995	Pauline B. Wess	1996
David Castiglioni	1994	Eugene Benson	1995
Helen Kass	1993	Mildred M. Hurd	1995
Barbara Muldoon	1993	Nancy Higgins	1994
		Katherine Sonnenberg	1994
Park and Recreation Commission			
Bernice Jones, Chair	1994	Conservation Commission	
Joanne Morel	1996	Roland Chaput, Chair	1994
Joseph P. Carabello	1994	Stephen Mattingly	1997
Margaret Frechette	1994	Richard H. Bowler	1996
Donald Vitters	1994	Susan Brent	1996
		Judith Hodges	1995
Board of Youth Services			
Carlene Newell, Chair	1996	Geraldine Tremblay	1995
Jean L. Donahue	1996	Dr. Philip M. Rury	1994
Lawrence C. Greco	1996	Dorothy M. Maher, Conservation Administrator	
Elaine Shea	1996		
Maryann Deyst	1995	Board of Cemetery Commissioners	
John Guanci	1995	Robert W. Totten, Chair	1995
Reverend Paul Jackson	1995	Benjamin J. Corletto	1994
James Long	1994	Edward W. Murphy	1993
Joan Robbio	1994		
David Walkinshaw	1994	Board of Trust Fund Commissioners	
Edmund R. Mahoney	1993	Timothy F. Lordan, Chair	1996
		Ronald Nigro	1996
Affirmative Action Advisory Committee			
James Webster, Chair		Donald Reenstierna	1995
Patricia Garrity			
Augusta Haydock		Board of Examiners	
Jack Jones		Walter H. Weidner, Jr., Chair	1995
Ruth Anna Putnam		John R. Roma	1994
Dr. Franz J. Browne, Ex Officio			
Personnel Board		Constables	
Robert M. Preer, Jr., Chair	1994	Richard Boyle, 1 Mott Street	1996
Cynthia Gallagher	1996	Vincent A. Natale, Jr., 215 Forest Street	1996
Virginia S. Gregory	1995	Richard F. Ronan, Arlington Housing Authority	1995
		John F. Carroll, Director of Police Services	1993
Commission on Disabilities			
		Barbara Cutler, M.D., Chair	1996
		Jeanne M. Madden	1996
		Jan Tobin	1996
		Barbara Murray	1995
		Thomas Boudreau	1995
		Frank Donnelly	1994
		John Balfe III	1994

*Appointed by the Governor

TOWN DIRECTORY

Other Committees

Capital Planning Committee

Charles T. Foskett, Chair

Stanley Benulis

John J. Bilafer

John Britt

Teresa H. DeBenedictis

John A. FitzMaurice

Anthony T. Lionetta

A.L. Minervini, Jr.

Barbara Thornton

Human Rights Commission

Susan Papanek McHugh, Chair

Debra Rose Brillati

Robert J. Carey, M.D.

Christine P. Deshler

Christopher W. Kita

James A. Webster

Sheri Baron

Joy A. Gaddy

Gabrielle D. Gurley

William E. Shea

Anthony Steven Kill

A. Nick Minton

Patricia B. Worden

Land Bank Committee

Stephen J. Gilligan, Chair

John J. Bilafer

John Britt

Roland E. Chaput

Katharine D. Fennelly

Bernice K. Jones

Alan McClennen

Permanent Town Building Committee

Donald R. Marquis, Chair

Frank Bonzagni

Charles Fagone

Michael Healy

Arthur Loud

Francis Sonnenberg

Margaret Spengler

Town of Arlington Scholarship Fund

John J. Bilafer

Sister Catherine Clifford

Ronald Fitzgerald

Charles J. McCarthy, Jr.

Vision 2020 Standing Committee

Jane L. Howard, Co-Chair

Alan McClennen, Jr., Co-Chair

Sheri A. Baron

William R. Berkowitz

Forrest Buzan

Gerard M. Cronin

Christine P. Deshler

Walter A. Devine

John J. Deyst, Jr.

Katie Freeze

Stephen J. Gilligan

Glenn C. Koenig

Patricia E. Lieberson

Glenn Litton

Donald R. Marquis

Susan P. McHugh

Mary O'Connor

William E. Shea

William Sovie

Martin Thrope

John L. Worden III

ARLINGTON INFORMATION

INCORPORATION

The Town of Arlington was originally settled in 1635 as a village under the name Menotomy. In 1807, the Town and a section of what is now Belmont were set off from Cambridge and incorporated as West Cambridge. In 1867 the name was changed to Arlington in honor of the heroes buried at Arlington National Cemetery in Arlington, Virginia.

POPULATION

1970 (Federal Census)	52,720
1975 (State Census)	50,223
1980 (Federal Census)	48,219
1985 (State Census)	46,465
1990 (Federal Census)	44,630

LOCATION

Arlington is situated six miles northwest of Boston, in latitude 42 degrees 25 minutes north; longitude 71 degrees 09 minutes west. The Town is bordered on the north by Winchester, on the east by Medford and Somerville, on the south by Cambridge and Belmont and on the west by Lexington.

ELEVATION

The Town elevation above mean tide ranges from a low of 4 feet to high of 377 feet. Elevations include 10 feet at Massachusetts Avenue and the Cambridge line, 48 feet at Massachusetts Avenue and Pleasant Street, 155 feet at Massachusetts Avenue and Park Avenue, 281 feet at Crescent Hill Avenue and Park Place, and 377 feet at Park Circle and Eastern Avenue.

AREA

Arlington covers 3,518 acres or 5.5 square miles of which 286 acres are covered by water. There are 158 acres of park land owned by the Town and 52 acres under the control of the Metropolitan District Commission. Fifty-one acres of the land area is devoted to cemeteries.

FORM OF GOVERNMENT

The Town of Arlington is governed by the "Town Manager Act of the Town of Arlington, Massachusetts", the "By-Laws of the Town of Arlington", and Massachusetts General Laws Chapter 43A, "Standard Form of Representative Town Meeting Government".

The executive branch is made up of a five member Board of Selectmen elected at large. The Board hires a professional manager to administer the daily operations of the government. The legislative branch is a Town Meeting made up of 252 representatives, elected from each of the twenty-one precincts in Town. Arlington is also a member of the 7th Massachusetts Congressional District, 4th Middlesex State Senatorial District, and the 25th and 26th Middlesex State Representative Districts.

INFRASTRUCTURE

There are 95 miles of public streets and town ways, 24 miles of private streets open for travel, 6 miles of state highways and parkways, and 3.2 miles of paper streets.

The permanent water system consists of 131 miles and the sewer system consists of 117 miles, there are 77 miles in the Town's storm drain system and the Town maintains 3,682 catch basins.

TRANSPORTATION

Arlington is bounded on the south by Route 2, a major transportation route allowing access to Boston and the western part of Massachusetts. Arlington is also a short distance from Interstate Routes 93 and 95. Other major routes that go through the town are Routes 2A and 3.

Public transportation is provided through the Massachusetts Bay Transit Authority (MBTA) servicing the Greater Boston area with bus service and a subway system. Closest access to the subway system is through the Alewife Station located just over the Arlington border in Cambridge.

EDUCATION

The Town of Arlington operates an excellent school system with seven elementary schools, one junior high school and Arlington High School. The elementary schools are: Bishop School, 25 Columbia Road; Bracket School, 66 Eastern Avenue; Dallin School, 185 Florence Street; Hardy School, 52 Lake Street; Peirce School, 85 Park Avenue Extension; Stratton School, 180 Mountain Avenue, and Thompson School, 70 North Union Street. The Ottoson Junior High School is located at 63 Acton Street. Arlington High School is located at 869 Massachusetts Avenue.

